Editor Manual for Volvo.com

Version 1.8

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Table of Contents

1. REVISION HISTORY **1**

2. PREFACE **2**

3. APPLICATION FRAME **3**

4. PAGE NAVIGATION **4**

5. SITE ADMINISTRATION **5**

6. TEMPLATE GALLERY **6**

7. TEMPLATES **7**

7.1 VOLVOCOM TEMPLATES 7

7.1.1 Application Templates *7*

7.1.1.1 Application Inclusion 7

7.1.1.1.a Application Inclusion 7

7.1.1.2 Banners and External Promotions 10

7.1.1.2.a BannerList 10

7.1.1.2.b Banner 11

7.1.1.2.c ExternalPromo 13

7.1.1.2.d ExternalPromoList 15

7.1.1.3 Contact Us 16

7.1.1.3.a ContactUs20 16

7.1.1.3.b Form 18

7.1.1.4 General and Global Functions 21

7.1.1.4.a CopyrightPrivacy 21

7.1.1.4 b Login 22

7.1.1.4.b LoginItem 23

7.1.1.5 News and Events 25

7.1.1.5.a NewsItem 25

7.1.1.5.b NewsLanding 27

7.1.1.5 c EventsItem 29

7.1.1.5.d EventsLanding 31

7.1.1.6 Selectors and Links 33

7.1.1.6.a RelatedLinkIndex 33

7.1.1.6.b RelatedLinkItem 33

7.1.1.6.c RelatedLinkCategory 34

7.1.1.7 Storage 36

7.1.1.7.a GeneralStorage 36

7.1.1.7.b MultiEntrySplashStorage 43

7.1.1.7.c SplashStorage 44

7.1.2 Campaign Templates *45*

7.1.2.1 Applications Templates 45

7.1.2.1.a CampaignCommonText 45

7.1.2.1.b RelatedLinkCategory 47

7.1.2.1.c RelatedLinkItem 48

7.1.2.1.d ShortFactItem 49

7.1.2.1.e ShortFactIndex 50

7.1.2.2 Home Templates 51

7.1.2.2.a CampaignMain 51

7.1.2.3 Presentation Templates 53

7.1.2.3.a CampaignChapter2ColText 53

7.1.2.3.b CampaignChapterText 55

7.1.3.1 BusinessAreaHomepage 57

7.1.3.2 MultiEntrySplash 63

7.1.3.3 Splash 65

7.1.4.1 Landing 67

7.1.4.2 NewsAndInvestorsLanding 70

7.1.4.3 ProductGuide 72

7.1.4.4 ProductGuideItem 75

7.1.5 Library Templates *77*

7.1.5.1 FAQList 77

7.1.5.2 FAQListItem 78

7.1.5.3 Gallery 79

7.1.5.4 GalleryItem 81

7.1.6 Presentation Templates *83*
7.1.6.1 GeneralContent 83
7.1.6.2 Product 87
7.1.6.3 ProductFamily (*Developed for Penta*) 91
7.1.6.4 Table 93
7.2 UTILITY TEMPLATE 95
7.2.1 Common Text 95

8 TASKS 98

8.1 LOGGING IN TO MCMS 98
8.2 AUTHORING MENU 99
8.3 WORKING ON BANNERS 99
8.4 WORKING ON PROMOS 100
8.5 RELATED LINKS 100
8.6 SHORT FACTS 101
8.7 WORKING ON PRODUCTGUIDE 102
8.8 WORKING ON TABS 102
8.9 STORAGE AREA 103
8.10 WORKING ON CALENDAR 104
8.11 WORKING ON FAQLIST 104
8.12 WORKING ON FLEXTABLE COMPONENT 105
8.13 WORKING ON SINGLE FLASH AND MEDIA 107
8.14 WORKING ON GALLERY ITEM 108
8.15 SEARCH 109
8.16 WORKING ON FORM 109
8.17 FLASH/IMAGE COMPONENT 109
8.18 RELATED CONTENT AREA MODULE 110
8.19 ADDITIONAL INFORMATION MODULE 111
8.20 CHANNEL TRANSLATOR 113

9 NEWS AND EVENTS 116

9.1 NEWS/EVENTS WORKFLOW 116
9.2 FINDING NEWS/EVENT ITEM 118
9.3 NEWS TEASER LIST 119
9.4 NEWS AND EVENTS ITEMS 120

10 SHAREPOINT DOCUMENT INTEGRATION 122

10.1 DOCUMENT LIBRARY METADATA 122
10.2 EDIT SHAREPOINT ASSETS 125

11 REFERENCE LIST 127

1. Revision History

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1.1	November, 2004	Volvo.com User Manual	Radha
1.2	November,2005	Editor Manual for Volvo.com	Soumya M. Mada
1.3	September, 2006	Editor Manual for Volvo.com	Soumya M. Mada
1.4	April, 2007	Editor Manual for Volvo.com	Soumya M. Mada
1.5	September, 2007	Editor Manual for Volvo.com	Soumya M. Mada
1.6	November, 2007	Editor Manual for Volvo.com	Soumya M. Mada
1.7	March, 2008	Editor Manual for Volvo.com	Soumya M. Mada
1.8	June, 2008	Editor Manual for Volvo.com	Soumya Mada Lernhag

2. Preface

Volvo.com is the collective name of Volvo Group's application for communication on Internet. The application hosts several web sites, all built within the domain structure of www.volvo.com/ followed by businessname/market/lanugage, using Microsoft Content Management Server (MCMS). Each web site consists of web pages published in the concept of channels and sub channels that are clickable as navigational items. Each channel and sub channel holds at least one page (posting) that has a template assigned to it and each template contains one or more placeholders that hold editable content.

Audience Profile
This appendix is intended for editors and info masters creating or maintaining sites on the Volvo.com internet.

Prerequisites
Readers should read Editor Manual - CMS basics and Editor Manual - SharePoint basics before reading this manual. Any reader that is to use MCMS to publish web sites and content within the Volvo.com application must complete training before doing so.

Document Structure
This appendix is divided into chapters, where each of them is based on the knowledge about the previous.

Application Frame
This chapter details the elements that are visible on all the pages.

Page Navigation
This chapter outlines the Volvo.com site navigation.

Site Administration
This chapter explains the hidden application channel.

Templates
This chapter gives the reader an overview of how to use most of the templates available. Most templates are flexible and include several elements for varied display.

Tasks
This chapter explains the steps to create templates populate the placeholders on templates and maintain them.

News and Events Application
This chapter explains how to work with the News and Events application that is used across web applications on the common platform.

Reference List
This chapter list and refers the various links which will help you understand the Volvo.com better.

3. Application Frame

The navigation on your site is carried out by different elements as illustrated below.

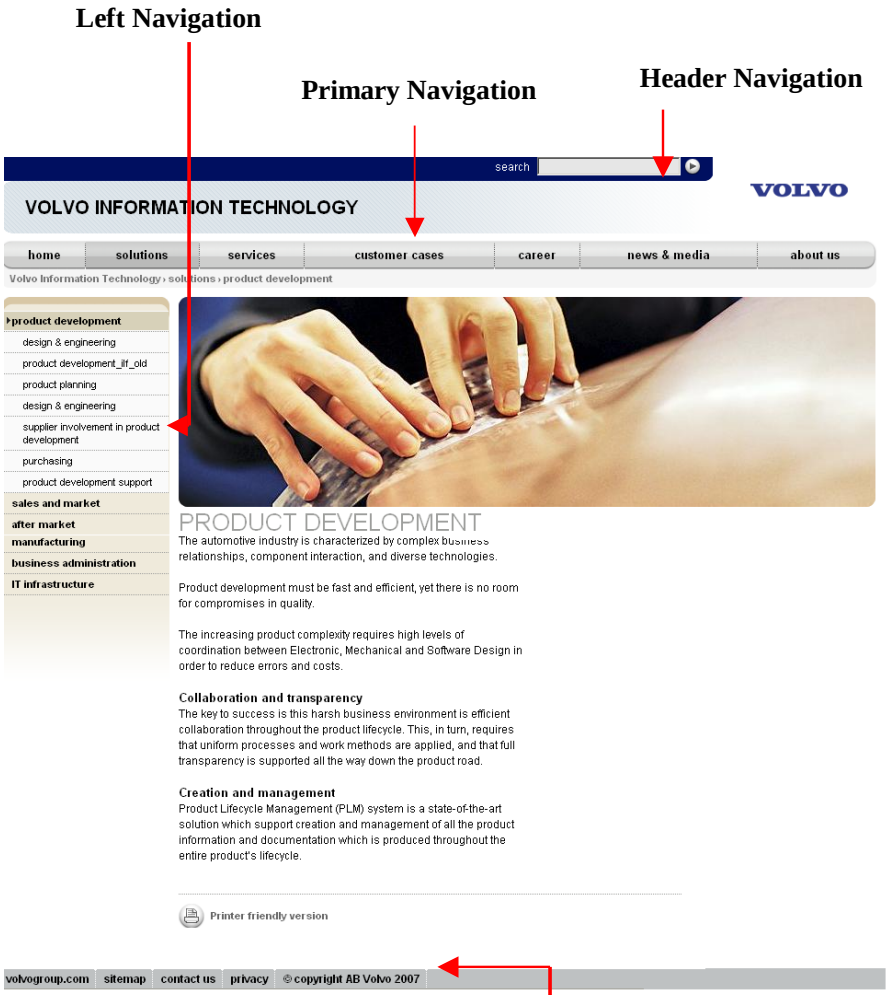

Left Navigation
Primary Navigation
Header Navigation
search
VOLVO INFORMATION TECHNOLOGY
VOLVO
home
solutions
services
customer cases
career
news & media
about us
Volvo Information Technology › solutions › product development
product development
design & engineering
product development_ilf_old
product planning
design & engineering
supplier involvement in product development
purchasing
product development support
sales and market
after market
manufacturing
business administration
IT infrastructure
PRODUCT DEVELOPMENT
The automotive industry is characterized by complex business relationships, component interaction, and diverse technologies.
Product development must be fast and efficient, yet there is no room for compromises in quality.
The increasing product complexity requires high levels of coordination between Electronic, Mechanical and Software Design in order to reduce errors and costs.
Collaboration and transparency
The key to success is this harsh business environment is efficient collaboration throughout the product lifecycle. This, in turn, requires that uniform processes and work methods are applied, and that full transparency is supported all the way down the product road.
Creation and management
Product Lifecycle Management (PLM) system is a state-of-the-art solution which support creation and management of all the product information and documentation which is produced throughout the entire product's lifecycle.
Printer friendly version
volvogroup.com
sitemap
contact us
privacy
© copyright AB Volvo 2007
Footer Navigation

Figure 1: Page Navigation

4. Page Navigation

Primary Navigation
This navigation consists of sub channels within the home channel. To create a new channel, browse to the homepage and create a channel. It's recommended to create atleast 4 or more channels on the Primary Navigation channel.

Figure 2: Primary Navigation

Refer to **Editor Manual - CMS Basics** to learn more about channels.

Left Hand Navigation
This navigation consists of sub channels and postings within a primary navigation channel. Each sub channel displays as a left hand navigation menu item. To add a menu item, create a new sub channel under primary channel. Each sub channel may contain one or more postings. In a channel where more than one posting exists, the first posting will not be visible on the Left Hand navigation unless you click the channel name.

Figure 3: Left Hand Navigation

Header Navigation
Header is available in all pages.

Figure 4: Header Navigation

Footer Navigation

Footer is available in all pages.

Figure 5: Footer Navigation

5. Site Administration

In Volvo.Com the **applications** channel is used for site global content and settings. This channel is hidden when you are not in edit mode.

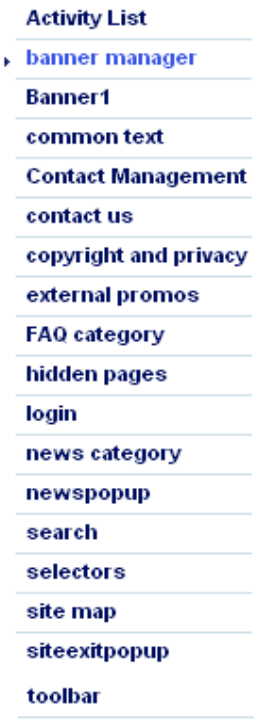


Figure 6: Applications Channel

The **applications** channel contains content that are not referred to by the use of primary or secondary navigation. Pages stored here, if viewed should not contain left hand navigation. This channel contains site specific translations and global function. **GeneralStorage** posting of type **FlashImageStorage** and **AdditonalInformationList** must be created in this channel so that the editors can easily locate this posting and reuse it in several occasions.

Refer to **Task** chapter to learn how to set up the pages in **applications** channel.

6. Template Gallery

This Gallery consist of templates that are used to create pages.

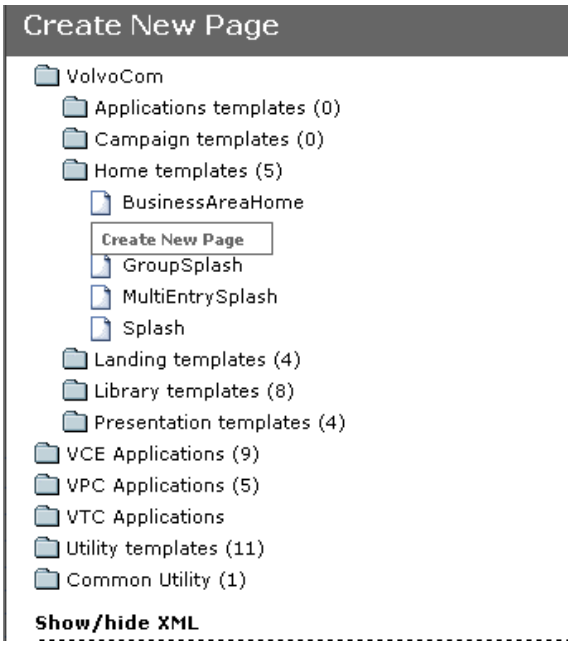


Figure 7: Template Gallery

Navigate to the channel where you want to create a new page.

1. Click **Switch To Edit Site** on Authoring menu.
2. Click **Create New Page**.
3. **Template Gallery** window pops.
4. Browse through the tree to find the template needed to create the page.
5. Right click on the template icon and click **Create New Page**.
6. A new page is created and is displayed in edit mode.
7. Enter all the mandatory fields and click **Save and Exit** on the Authoring menu.
8. Click **Approve** to publish the page.

6.1 Utility Templates

In the **Template Gallery** window there exists a folder named **Utility** Templates. **Utility** templates (such as common text) exist under the **applications** channel. Editors do not create these templates. In some cases editors edit them.

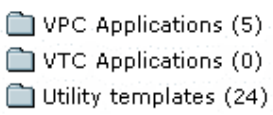


Figure 8: Utility Templates

7. Templates

The Volvo.com template gallery consists of seven main template categories, each holding several templates. The categories are defined based on a Volvo.com site's structure and possible navigational hierarchy. Almost all templates are however possible to use anywhere in the structure to enable flexibility and optimize usability.

7.1 VolvoCom Templates

7.1.1 Application Templates

This folder holds a number of templates whose functionality and content is re-used all over the site. Examples are common text as date format, names of buttons, related links, banners, various categories etc.

7.1.1.1 Application Inclusion

7.1.1.1.a Application Inclusion

Using **Application Inclusion** template you can link externally hosted applications into your site.

NOTE The application must fit into the Volvo.com layout.

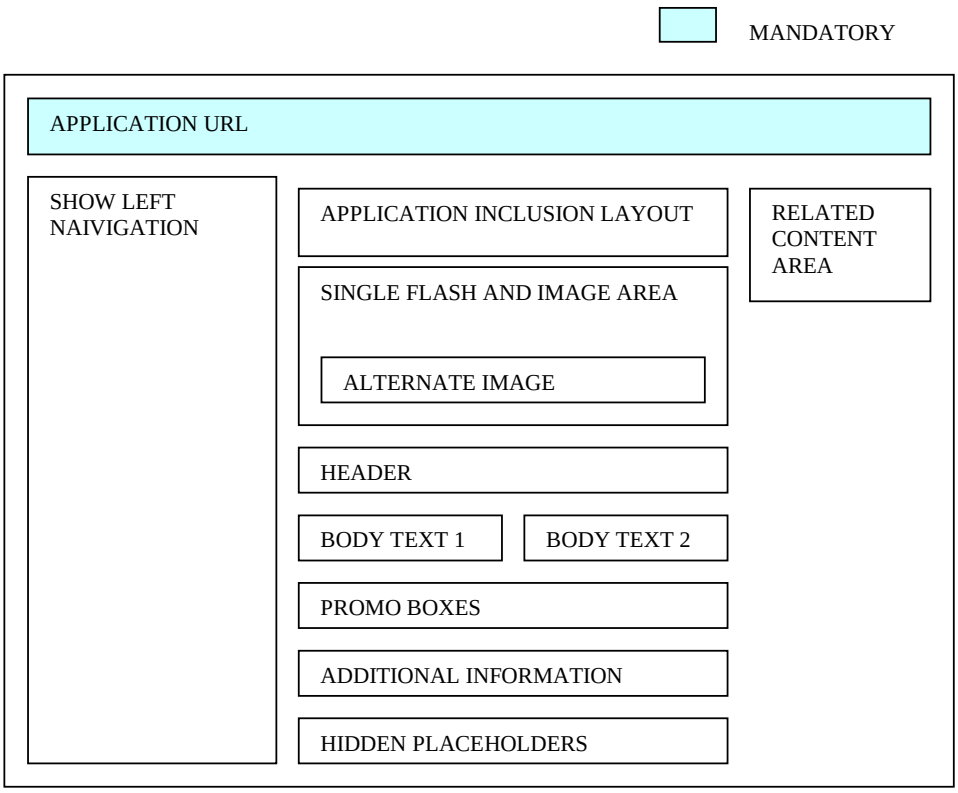


Figure 9: Application Inclusion

Placeholders	Description
Application URL	Area into which the application is linked. The parent URL can be passed to the included application. Specify the height for the window.
Secondary Navigation	Displays the secondary navigation of the channel
Application Inclusion Layout	Choose between different layout options for the application. First, the editor has to choose whether to display the related content area or not by checking the checkbox on top of the placeholder.
Related Content Area	The related content area can hold related content modules, e.g. related links, link list and application inclusion.Enter the title for the related links module. If the editor adds a link list to this module, the title must be set by the editor. The editor needs to place a link and link it to the desired destination posting. If the editor selects to have a related link module the editor needs to point to **RelatedLinkCategory** posting. When the editor selects to have a related links module they can only add 1 link per module. **NOTE**: The items in the category cannot be hand picked. This module will not appear if the editor selects fullscreen application inclusion layout.
Single Flash and Image Area	Insert either a flash movie or an image from the resource gallery
Header	Displays the title for the page. This is not displayed when the editor selects fullscreen application inclusion layout.
Body Text 1 and 2	Displays a detailed description of the page with text links. In the area the editor could add intro text, sub headers, body text, and image link lists. This is not displayed when the editor selects fullscreen application inclusion layout.
Promo Boxes	The promo boxes should give the user a short introduction to the content on the destination page. Define the layout how the promos should be displayed from the drop down menu. Insert the link where the link links to external promo postings and or internal postings with hidden placeholders. **NOTE**: Using this placeholder you can also link to banners.
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type
Hidden Placeholders	An editor can fill out contents in this placeholder in order to display information in promo boxes on other pages

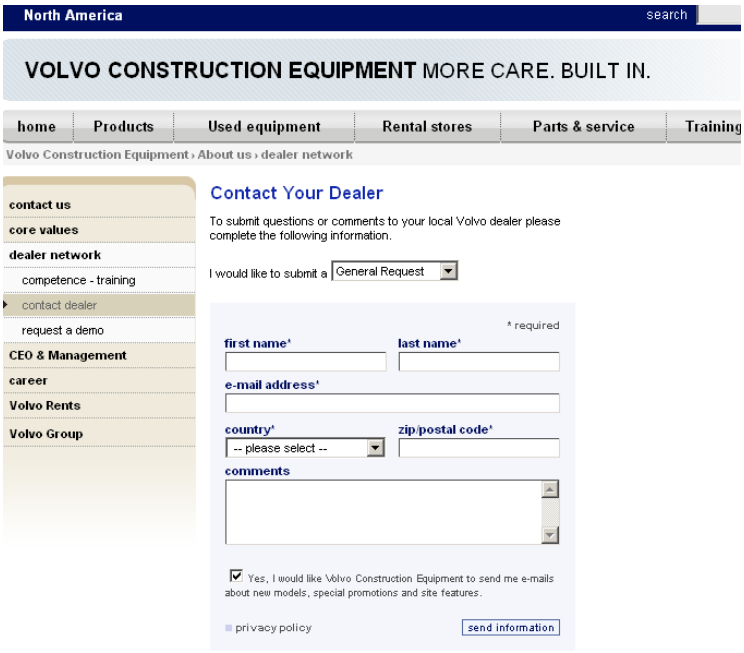


Figure 10: Application Inclusion Page

7.1.1.2 Banners and External Promotions

7.1.1.2.a BannerList

This template is used to create a banner list in application>banner manager.

Prerequisite

Prior to using this template a sub channel named **banner manager** should to be created in the **applications** section which is visible only in the edit mode. In the **banner manager** sub channel a page named **BannerList** should to be created, selecting the **BannerList** template.

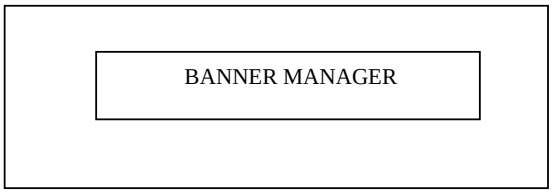


Figure 11: BannerList

Figure 12: BannerList Page

7.1.1.2.b Banner

This template is used to add banners to the list in applications>banner manager. To add a banner to the list, create a new page in the banner manager sub channel, selecting the **Banner** template.

Prerequisite
A channel named **banner manager** should be present in the **applications** section. A page named **BannerList** should be created in **banner manager** channel.

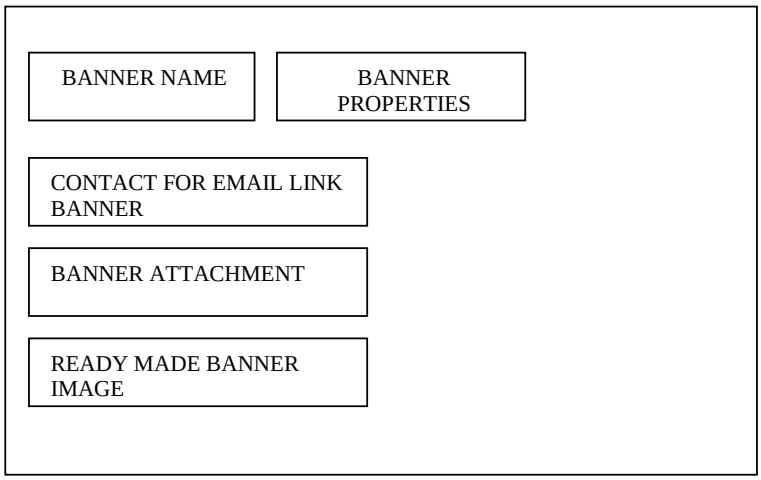


Figure 13: Banner

Placeholders	Description
Banner Name	Enter name of the banner. It would be listed for selection in the **Banner Area** of other templates like **MainChapterText**.
Contact for Email Link Banner	If you are going to use this banner as an email link, select a contact you want to address the email from the drop down list.
Banner Attachment	Displays an attachment in the banner.
Readymade Banner Image	This means you have a single image putting together, the Image, Banner Title and Banner Text. If you specify both Image and Readymade Banner Image, the former will take precedence and displayed. If you don't specify anything here but have filled up the above 3, the system will put them together and display.
Banner Properties	These are just selections which are self explanatory.

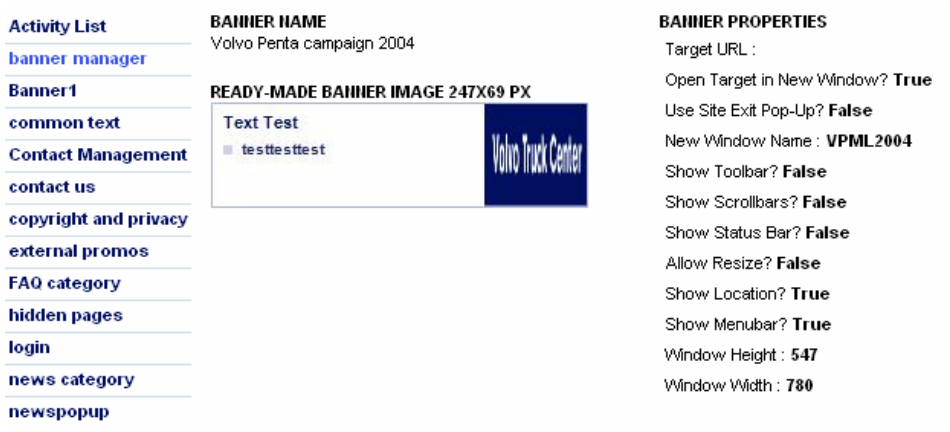


Figure 14: Banner Page

7.1.1.2.c ExternalPromo

This template is used to create external promotions. All the external promotion pages should be created at the same level of **ExternalPromoList** (i.e. applications/external promos). Each promotional page created, gets listed on **ExternalPromoList**.

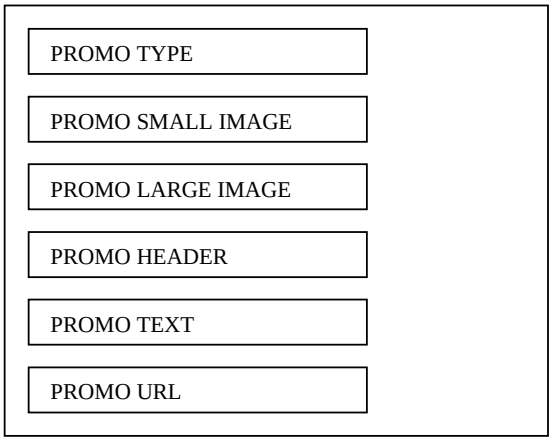


Figure 15: ExternalPromo

Placeholders	Description
Promo Type	Select the Type from the drop down: Page, Interactive, Banner, Video
Promo Header	Enter a tilte for the promo.
Promo Text	Enter a short description of the promo.
Promo Small Image	Insert a small image for the promo. This image is shown when the related content area is used.
Promo Large Image	Insert a large image for the promo. This image is shown when a page is not using the related content area
Promo URL	Enter an optional URL for the external promos.

External Promo
Promo type
Promo small image

Promo large image
Promo header
global walkaround
Promo text

Promo URL
http://global.volvoce.com/walkaround/index.aspx?country=17&language=49
Promo button label

Figure 16: ExternalPromo Page

7.1.1.2.d ExternalPromoList

This template is a collection of external promotions. All the external promotions created at the same level will be listed on this page. This page should be created under applications/external promos and it should be named as **externalpromotionlist**.

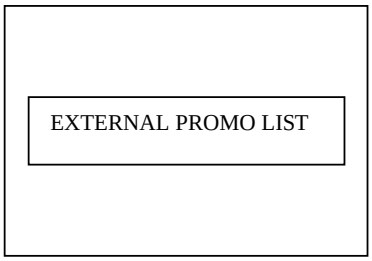


Figure 17: ExternalPromoList

Figure 18: ExternalPromoList Page

7.1.1.3 Contact Us

7.1.1.3.a ContactUs20

This template is set up by the CMS Services. When the form is set up, the values are presented in one or two drop downs. Depending on what the end user selects, data entered in the form by the end user is sent to the specific person within Volvo. The email addresses are administrated in another application.

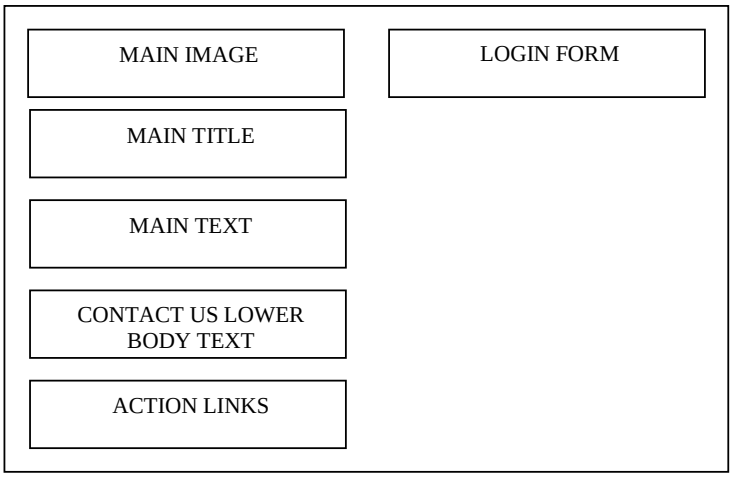


Figure 19: ContactUs20

Placeholders	Description
Main Image	Insert any image to this placeholder
Main Title	Displays the main title of the page
Main Text	Gives a brief description of the page
Contact Us Lower Body Text	Asks editors to input text that will be displayed below the ContactUs form. It's used for additional information, asterisk etc.
Action Links	External or internal links formatted to look like buttons
Login Form	Links to the site's page that you have specified. To select a page, click **Browse**.

Figure 20: ContactUs20 Page

7.1.1.3.b Form

The purpose of this template could be for the end users to give feedback or ask a question. The template could also be used for customers contacting dealers. The users are also given the possibility to select different areas of interest (AOI) and send their questions to different places/email addresses. The editors can add different email addresses for different areas of interests.

NOTE It is imperative that you enter at least one email address for each region entered in the **Region List** placeholder.

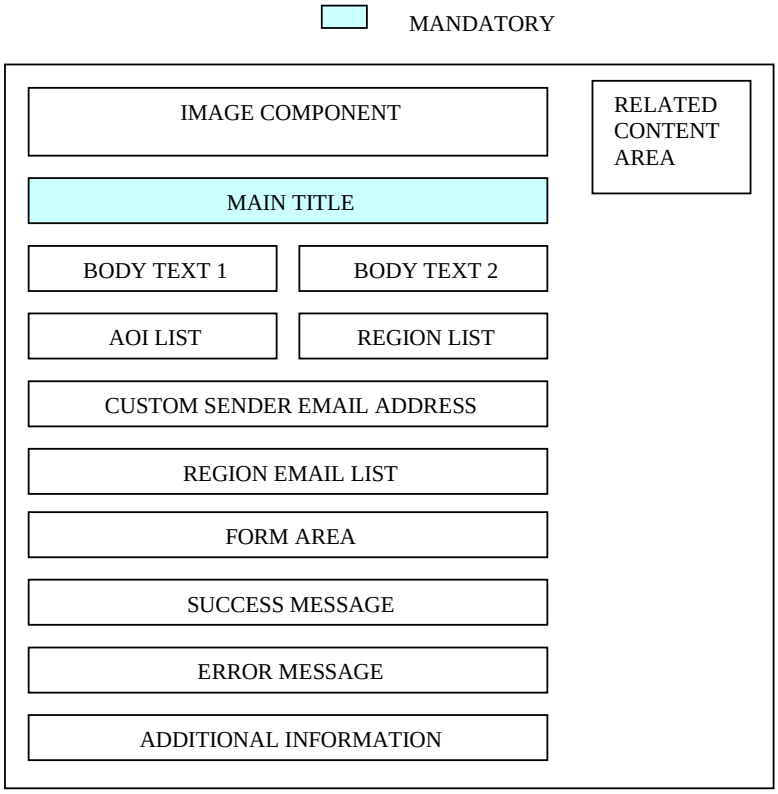


Figure 21: Form

Placeholders	Description
Image Component	Displays an image for the page
Main Title	Displays a header for the page
Body Text 1 and 2	Displays text for the page with the option to include hyperlinks or format the text
AOI List	Displays specific Area of Interest list.
Region List	Displays specific Region list.
Custom Sender Email Address	Displays default email ID where the queries of the end user are sent to, else if region is specified it's sent to the email ID for the specific region.

Placeholders	Description
Form Area	Displays the details of the end user
Country List	Displays the country where the end user belongs.
Success Message	Displays success message if the email sent is successfully
Error Message	Displays error message if the there is an error in sending the Email
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type
Related Content Area	The related content area can hold related content modules, e.g. related links, link list and application inclusion. Enter the title for the related links module. If the editor adds a link list to this module, the title must be set by the editor and the link should link to the destination posting which the editor wants to present. If the editor selects to have a related link module the editor needs to point to **RelatedLinkCategory** posting. When the editor selects to have a related links module they can only add 1 link per module. **NOTE**: The items in the category cannot be hand picked.

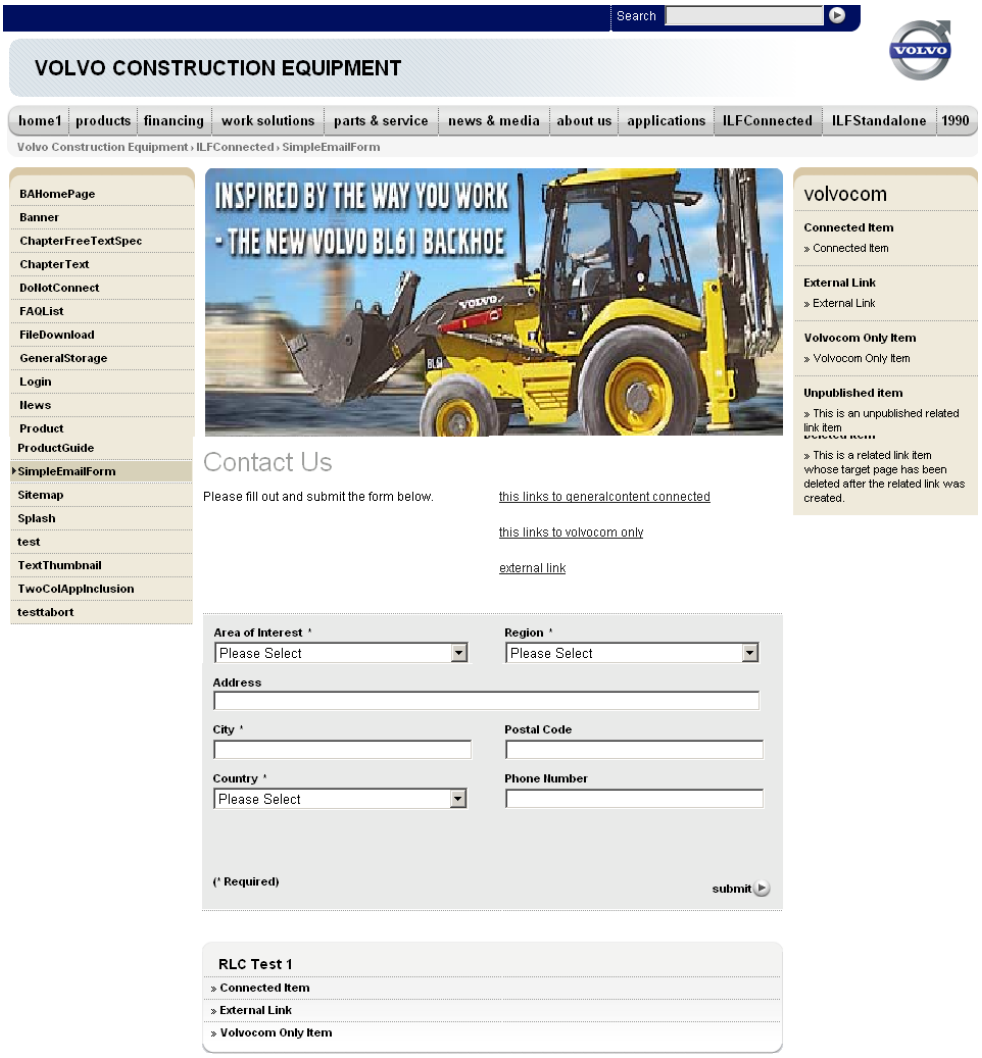


Figure 22: Form Page

7.1.1.4 General and Global Functions

7.1.1.4.a CopyrightPrivacy

This template displays the translated copyright and privacy text for each Volvo.com site.

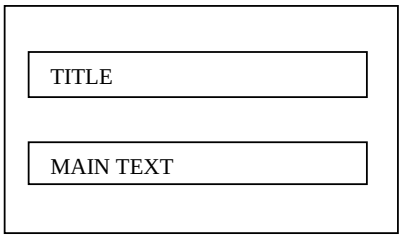


Figure 23: CopyrightPrivacy

Placeholders	Description
Title	Displays a title for the page
Main Text	Displays text for the page

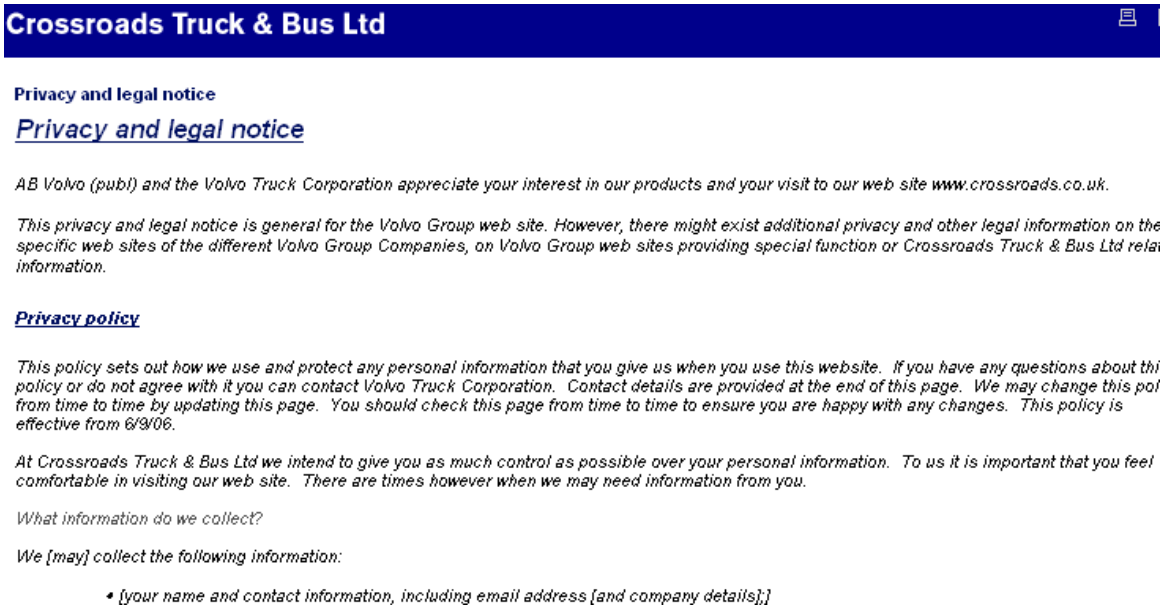

Crossroads Truck & Bus Ltd
Privacy and legal notice
Privacy and legal notice
AB Volvo (publ) and the Volvo Truck Corporation appreciate your interest in our products and your visit to our web site www.crossroads.co.uk.
This privacy and legal notice is general for the Volvo Group web site. However, there might exist additional privacy and other legal information on the
specific web sites of the different Volvo Group Companies, on Volvo Group web sites providing special function or Crossroads Truck & Bus Ltd rela
information.
Privacy policy
This policy sets out how we use and protect any personal information that you give us when you use this website. If you have any questions about thi
policy or do not agree with it you can contact Volvo Truck Corporation. Contact details are provided at the end of this page. We may change this pol
from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes. This policy is
effective from 6/9/06.
At Crossroads Truck & Bus Ltd we intend to give you as much control as possible over your personal information. To us it is important that you feel
comfortable in visiting our web site. There are times however when we may need information from you.
What information do we collect?
We [may] collect the following information:
• [your name and contact information, including email address [and company details];]

Figure 24: CopyrightPrivacy Page

7.1.1.4 b Login

This template will automatically list all **LoginItem** defined applications within the login channel of the applications channel. The **Login** template will also display all created **LoginItem**.
There is only one login page per site. The login page holds all login functionality and different login destinations.

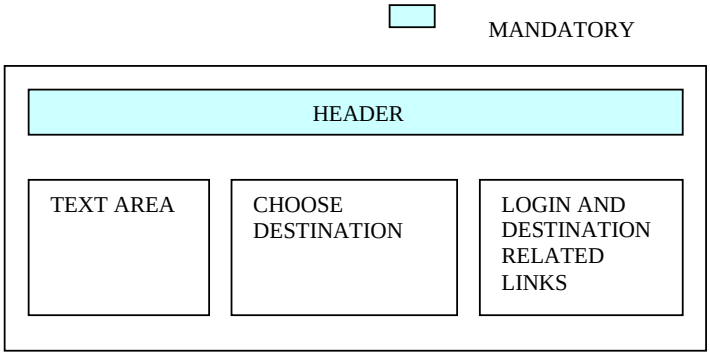


Figure 25: Login

Placeholders	Description
Header	Displays the heading on the page
Text Area	Displays body text with the option to include hyperlinks or format the text.
Choose Destination	Displays links that will take you to the destination page. This links will take you to the **LoginItem** template created
Login and Destination Related Links	Displays the login form which after being filled will direct you to the destination page.

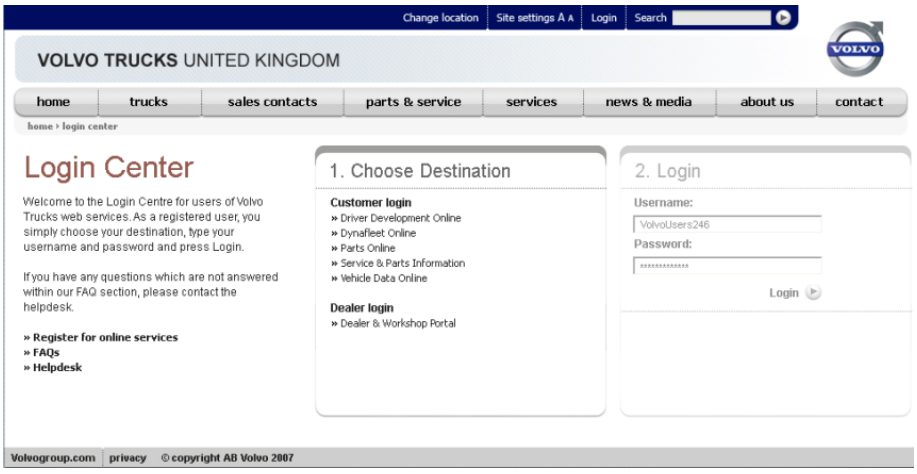


Figure 26: Login Page

7.1.1.4.b LoginItem

This template holds all information that is displayed on the Login page. This is a backend template.

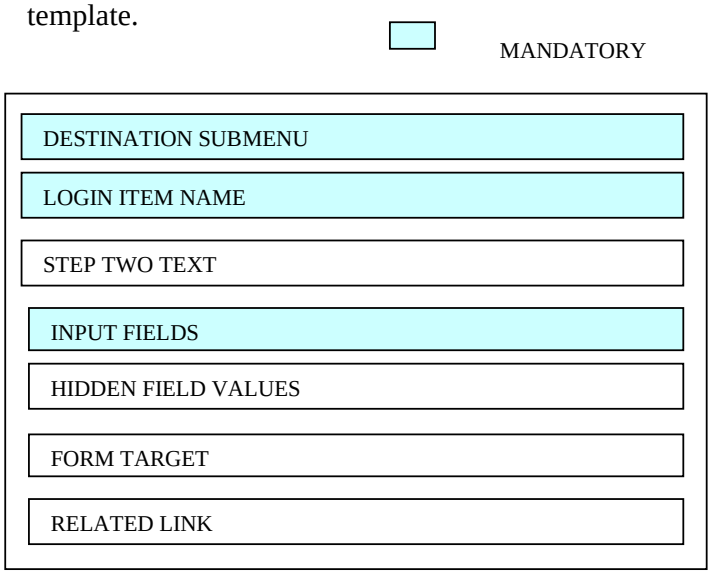


Figure 27: LoginItem

Placeholders	Description
Destination Submenu	Displays a title for the page
Login Item Name	This placeholder is used to give an alternative title for application login items that are displayed on presentation templates. If no alternate title is defined, the control will use the default title.
Step Two Text	Displays the second step of how to log in
Input Fields	Username input label, password input label and submit button label will display labels next to the textfields and the text on the submit button. Username input field ID and password input field ID must have the same names as the concurring text fields on the external application that this login item links to. These text field IDs can be found in the source code of the login page of the external application.
Hidden Field Values	If the external application also requires some values in hidden text fields, these values need to be added in this placeholder in the format described.
Related Link	External or internal links related to the content presented on the page
Form Target	Directs the form to the URL specified in the **Form Target** field. The URL should start with https://

Figure 28: LoginItem Page

7.1.1.5 News and Events

7.1.1.5.a NewsItem

This template is used to present detailed information of an individual news item. The NewsItem page should always be empty and approved, it's only used for presenting news items created in the news database. To create a news item one must always click **Create News Item** link on the Authoring menu when standing on the **NewsLanding** page.

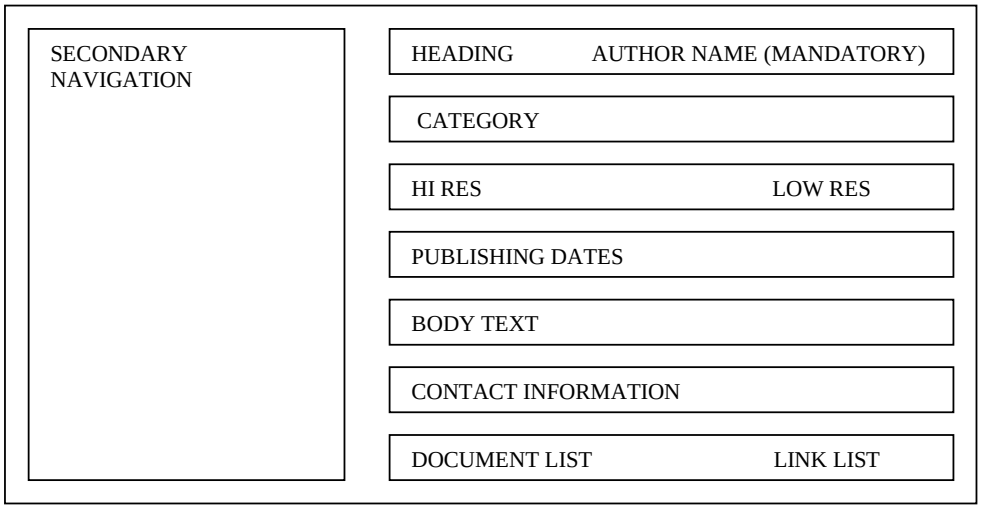


Figure 29: NewsItem

Placeholders	Description
Heading	Displays the title and the introductory text of the news along with the images.
Category	Lists the category of the news item.
Publishing Dates	Displays the publishing dates of the news item.
Body Text	Text is displayed as intended by the editor.
Contact Information	Displays the contact information of the web editor or the author.
Document List	Displays the documents that are attached from the SharePoint.
Hi Res	Enter an image link text and link the text to an image from Resource Gallery. Set **Select Site** to **Internet**.
Low Res	Enter an image link text and link the text to an image from Resource Gallery. Set **Select Site** to **Internet**.

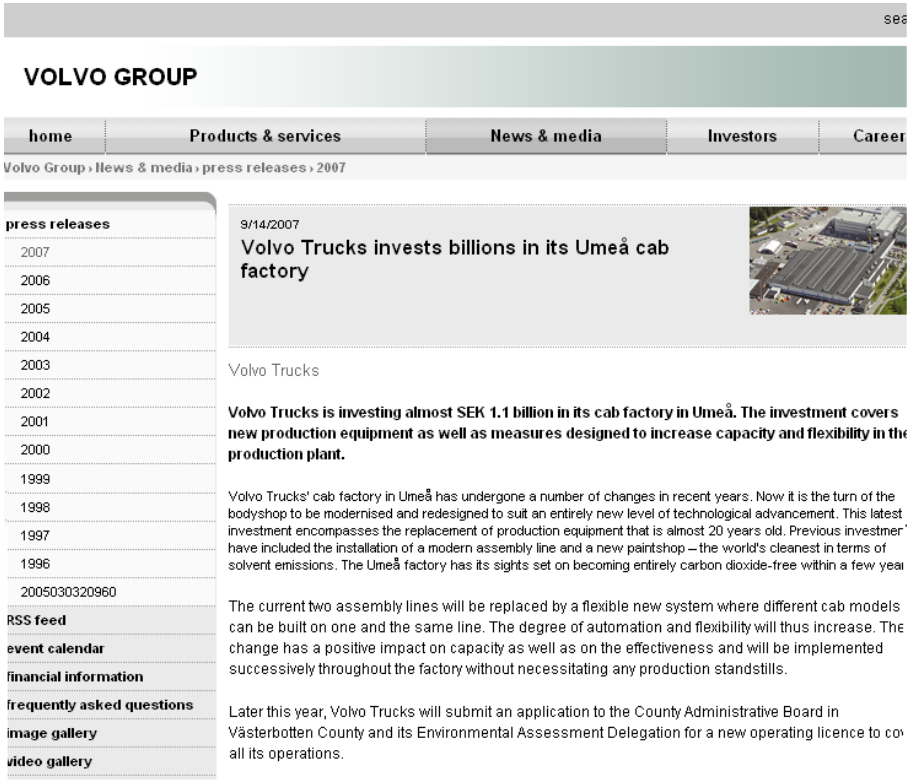

VOLVO GROUP
home
Products & services
News & media
Investors
Career
Volvo Group › News & media › press releases › 2007
press releases
2007
2006
2005
2004
2003
2002
2001
2000
1999
1998
1997
1996
2005030320960
RSS feed
event calendar
financial information
frequently asked questions
image gallery
video gallery
9/14/2007
Volvo Trucks invests billions in its Umeå cab factory
Volvo Trucks
Volvo Trucks is investing almost SEK 1.1 billion in its cab factory in Umeå. The investment covers new production equipment as well as measures designed to increase capacity and flexibility in the production plant.
Volvo Trucks' cab factory in Umeå has undergone a number of changes in recent years. Now it is the turn of the bodyshop to be modernised and redesigned to suit an entirely new level of technological advancement. This latest investment encompasses the replacement of production equipment that is almost 20 years old. Previous investmer have included the installation of a modern assembly line and a new paintshop – the world's cleanest in terms of solvent emissions. The Umeå factory has its sights set on becoming entirely carbon dioxide-free within a few yea
The current two assembly lines will be replaced by a flexible new system where different cab models can be built on one and the same line. The degree of automation and flexibility will thus increase. The change has a positive impact on capacity as well as on the effectiveness and will be implemented successively throughout the factory without necessitating any production standstills.
Later this year, Volvo Trucks will submit an application to the County Administrative Board in Västerbotten County and its Environmental Assessment Delegation for a new operating licence to co all its operations.

Figure 30: NewsItem Page

7.1.1.5.b NewsLanding

This template is used to present a list of news articles that's within a news category. Each news item in the list can be clicked and can take the user to the specific news item page. Each landing page is connected to one news container which has editing capabilities, and it can subscribe news to other containers.

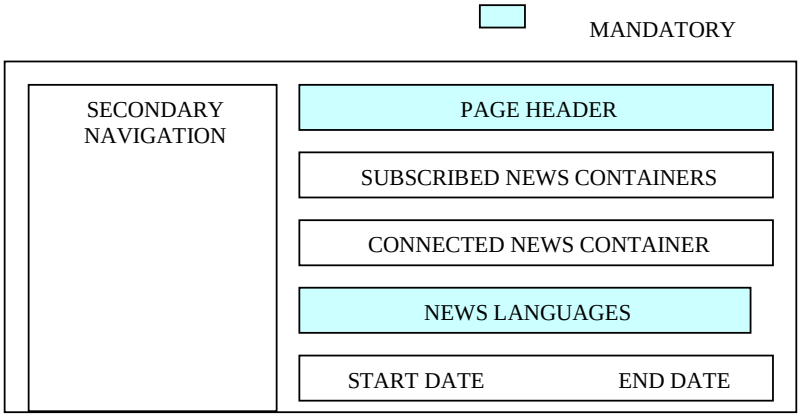


Figure 31: NewsLanding

Placeholders	Description
Page Header	**Displays title and the BA/BU drop down list and the Category drop down list.**
Subscribed News Containers	Displays the news using containers. The news items within the containers are then filtered using categories and displayed depending on the maximum number of news item you want to display.
Connected News Container	Selects an existing news container, or creates a new news container.
News Languages	Select the primary and secondary language form the drop down list.
Start Date/End Date	Displays the news published during period between start and end date.
Show Subscribed News Items	This checkbox enables the new news application. If this checkbox is checked, the new news functionality will be used. If it's not checked, the old news application will be used.

sea
VOLVO GROUP
home
Products & services
News & media
Investors
Career
Volvo Group › News & media › press releases › 2007
press releases
2007
2006
2005
2004
2003
2002
2001
2000
1999
1998
1997
press releases 2007
9/17/2007 Ingrid Skogsmo new Vice President of AB Volvo's strategy department
Ingrid Skogsmo has been appointed new Vice President of AB Volvo's strategy department. Skogsmo is currently director of Volvo Car Corporation's Safety Center and will assume her new position on January 1, 2008.
9/14/2007 Volvo Trucks invests billions in its Umeå cab factory
Volvo Trucks is investing almost SEK 1.1 billion in its cab factory in Umeå. The investment covers new production equipment as well as measures designed to increase capacity and flexibility in the production plant.

Figure 32: News Landing Page

7.1.1.5 c EventsItem

This template details about an individual event. The **EventItem** page should always be empty and approved. It is only used for presenting event items created in the events database. To create an event item one must always click **Create Event Item** link on the Authoring menu when standing on the **EventLanding** page.

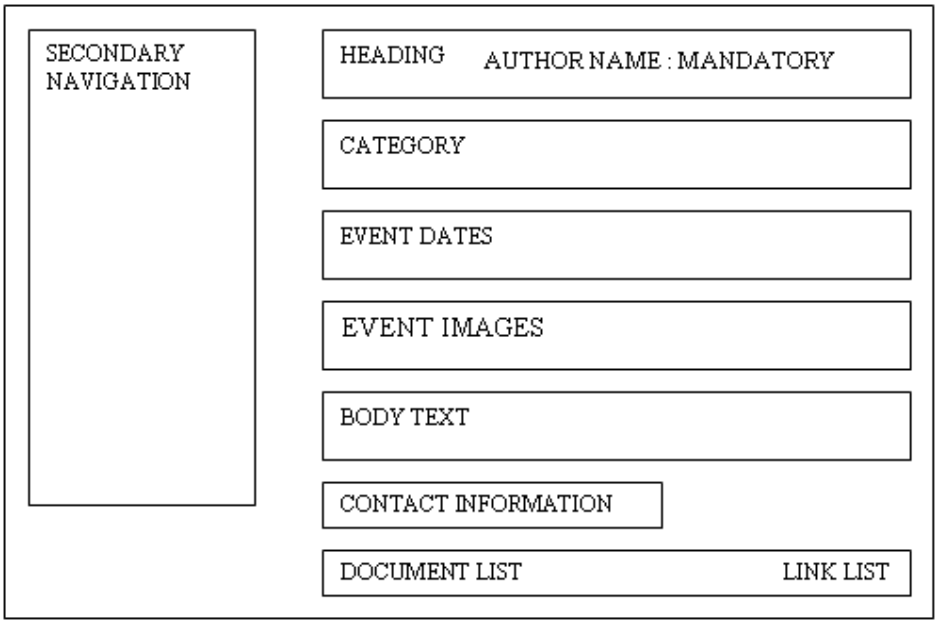


Figure 33: EventItem

Placeholders	Description
Heading	Displays the title and the introductory text of the events along with the images.
Category	List the category of the event item.
Event Dates	Displays the publishing dates of the event item.
Events Images	Displays the image inserted.
Body Text	Text is displayed as intended by the editor.
Contact Information	Displays the contact information of the web editor or the author.
Document List	Displays the documents that are attached from the SharePoint.

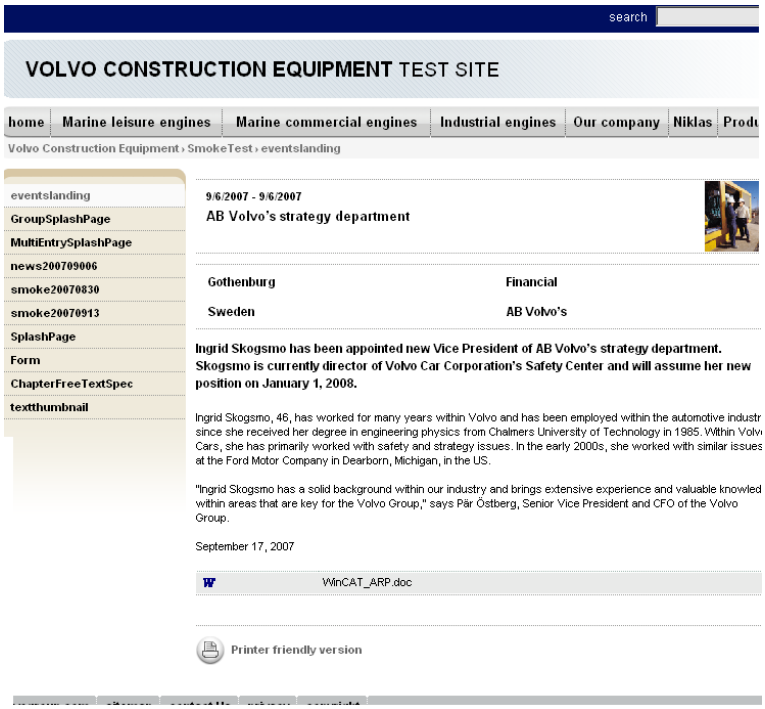

search
VOLVO CONSTRUCTION EQUIPMENT TEST SITE
home
Marine leisure engines
Marine commercial engines
Industrial engines
Our company
Niklas
Volvo Construction Equipment › SmokeTest › eventslanding
eventslanding
GroupSplashPage
MultiEntrySplashPage
news200709006
smoke20070830
smoke20070913
SplashPage
Form
ChapterFreeTextSpec
textthumbnail
9/6/2007 - 9/6/2007
AB Volvo's strategy department
Gothenburg
Sweden
Financial
AB Volvo's
Ingrid Skogsmo has been appointed new Vice President of AB Volvo's strategy department. Skogsmo is currently director of Volvo Car Corporation's Safety Center and will assume her new position on January 1, 2008.
Ingrid Skogsmo, 46, has worked for many years within Volvo and has been employed within the automotive industr since she received her degree in engineering physics from Chalmers University of Technology in 1985. Within Volv Cars, she has primarily worked with safety and strategy issues. In the early 2000s, she worked with similar issues at the Ford Motor Company in Dearborn, Michigan, in the US.
"Ingrid Skogsmo has a solid background within our industry and brings extensive experience and valuable knowled within areas that are key for the Volvo Group," says Pär Östberg, Senior Vice President and CFO of the Volvo Group.
September 17, 2007
WinCAT_ARP.doc
Printer friendly version

Figure 34: EventItem Page

7.1.1.5.d EventsLanding

This page displays lists of events. Each event item in the list when clicked takes the user to a specific page. Each landing page is connected to one event container with editing capabilities and it can subscribe to other containers.

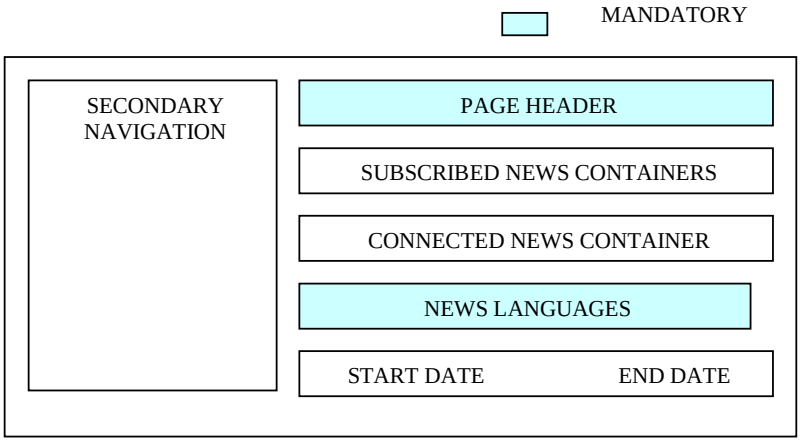


Figure 35: EventLanding

Placeholders	Description
Page Header	Displays title and the BA/BU drop down list and the category drop down list.
Events Containers	Select an existing event container or create an event container.
Subscribed Containers	Displays the event from the event database using one or more containers. The event items within the containers are then filtered using categories and displayed depending on the maximum number of event item you want to display.
Event Languages	Select the primary and secondary language form the drop down list.
Start Date/End Date	Displays the events published during period between start and end date.

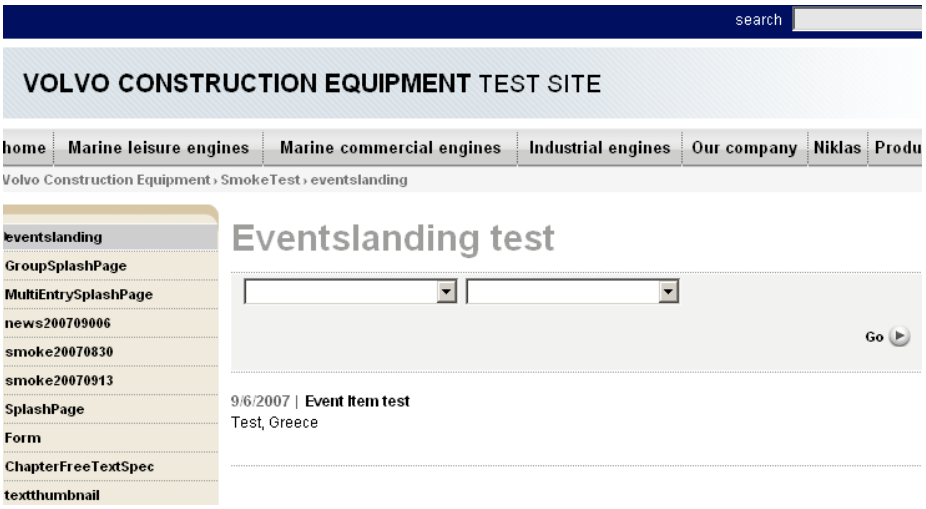


Figure 36: EventLanding Page

7.1.1.6 Selectors and Links

7.1.1.6.a RelatedLinkIndex

The related links can be displayed on presentation and landing templates. A related link can contain a title, a short text, a picture and a URL. Also, you can set the rules for the behaviour of the link, e.g. open in a new browser window. Related links are used to present links to any page in the site structure or to another external site containing information related to the content. The advantage of using related links is that the same link can be re-used on multiple pages and yet is only updated in one single place.

Prerequisite:

- Each site using related links must include a **RelatedLinks** channel in the **applications** channel, i.e. applications/RelatedLinks.
- The main posting in this channel is created by using the **RelatedLinkIndex** template. The **RelatedLinkIndex** will list all **RelatedLinkCategory** and **RelatedLinkItem** postings in the channel to create an overview.
- Creating a page using this template is a prerequisite for creating **RelatedLinkItem** and **RelatedLinkCategory**. In the **RelatedLinks** sub channel, create a new page selecting **RelatedLinkIndex** template from thetemplates gallery. This template does not have any placeholders to fill in.

7.1.1.6.b RelatedLinkItem

RelatedLinkItem posting contains information about a single related link. They are created in the applications/Related Link channel, and can be structured in sub channels in this channel, e.g. applications/Related Link/products. Each **RelatedLinkItem** posting contains several placeholders that contain information about the link. It is also possible to add a link to a document in a related link item.

Prerequisite
In the **applications** channel a sub channel named **RelatedLinks** should exist and a page named **RelatedLinks** should have been created using the **RelatedLinkIndex** template.

NOTE

The related link item cannot be displayed on a page until it has been categorized with a **RelatedLinkCategory** posting.

Placeholders	Description
Image	Displays the image selected from Resource gallery.
Title	Displays the title of the related link item.
Text	Displays the text for teh related link item.
Link URL	Displays the destination link of the related link item.
Window Properties	Displays the window property of the related link item.
Document Link	The editor can point to a document in SharePoint.

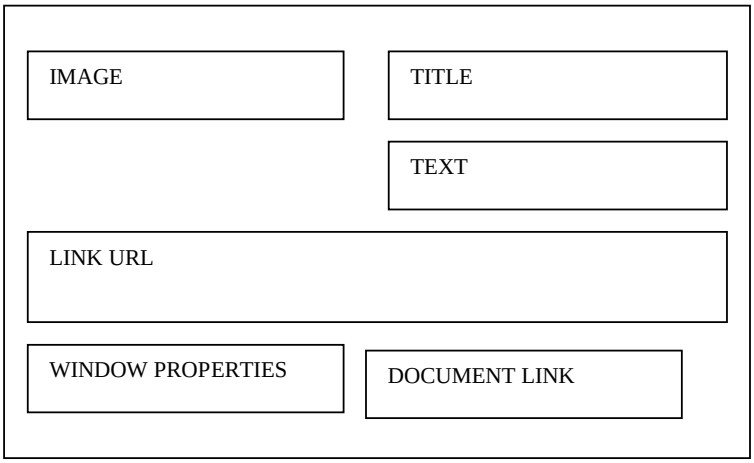


Figure 37: RelatedLinkItem

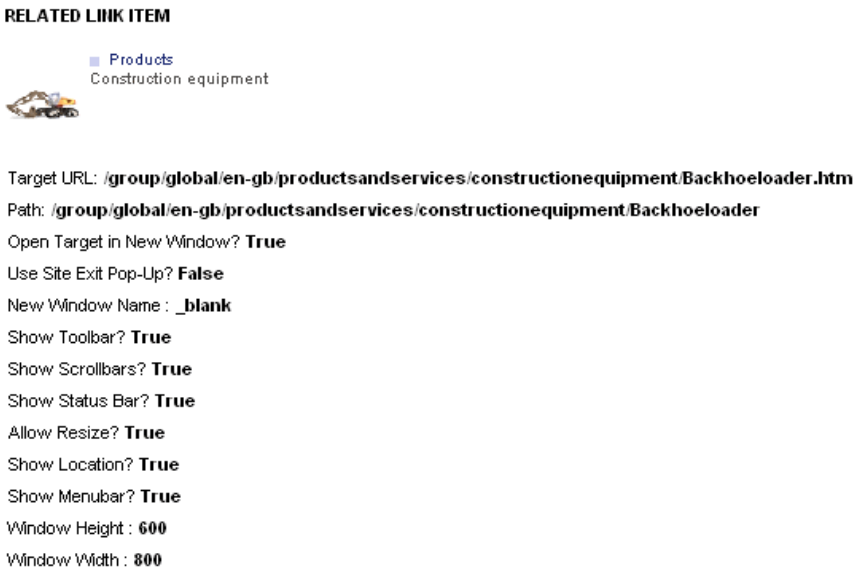


Figure 38: RelatedLinkItem Page

7.1.1.6.c RelatedLinkCategory

This posting should be created in the applications/Related Link channel.

Prerequisite

In the **applications** channel, a sub channel named **RelatedLinks** should exist and a page named **RelatedLinks** should have been created using the **RelatedLinkIndex** template.

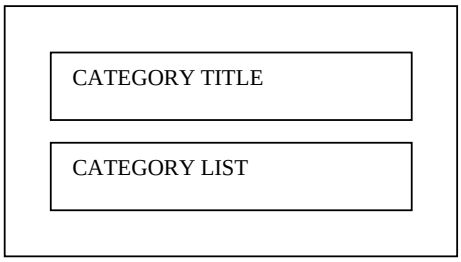


Figure 39: RelatedLinkCategory

Placeholders	Description
Category Title	Displays the title for the category.
Category List	Displays the List of related link items present in the category.

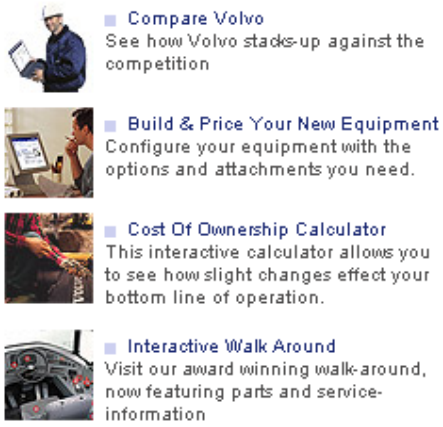

Compare Volvo
See how Volvo stacks-up against the competition
Build & Price Your New Equipment
Configure your equipment with the options and attachments you need.
Cost Of Ownership Calculator
This interactive calculator allows you to see how slight changes effect your bottom line of operation.
Interactive Walk Around
Visit our award winning walk-around, now featuring parts and service-information

Figure 40: RelatedLinkCategory Page

7.1.1.7 Storage

7.1.1.7.a GeneralStorage

This template is a used as a grouping level storage posting where 5 different types of storage are defined used to display in other templates.

The types of storage available are –

- **ProductPageTab**: This type is used by **Product** template. It stores information for each tab displayed on **Tab Navigation** bar.
- **FlashImageStorage**: This type is used by **Flash Image Component** area. It stores image/flash information for each product item.
- **ProductIconStorage**: This type is used by **Left Navigation** control presented on **ProductGuide** and **Product** template. It stores image information being displayed left side of the menu. To add a picture to the menu, the editor can click the menu.
- **QuickAccessStorage**: This type is used by the **Quick Access** module. Using this type it is possible to create the following items:
    - Image and text or only image
    - Document Item
    - Application Inclusion
    - Related Category Links
- **AdditionalInformationLinkList**: This type is used by the **Additional Information List** Module. The component is designed to display related links in 1 to 4 columns.

1. General Storage Type: ***ProductPageTab***

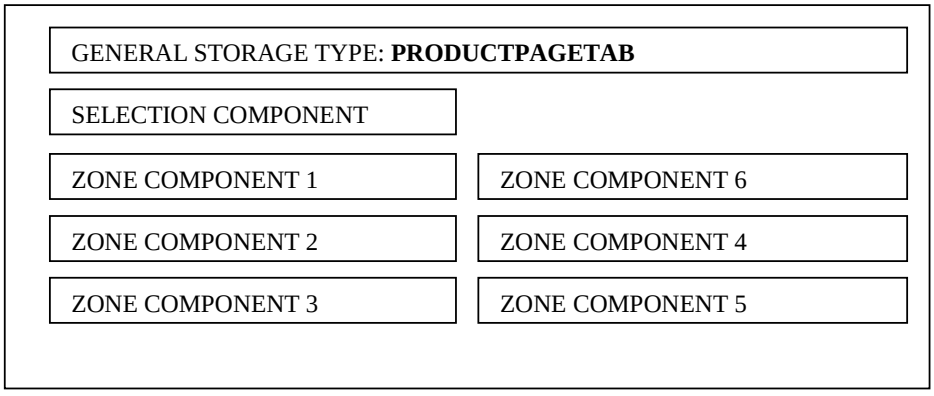


Figure 41: General Storage Type - ProductPageTab template

Placeholders	Description
General Storage Type	Select type **ProductPageType** from drop down menu
Selected Component	Check the radio button depending whether you want to display the text and promo in one or two column6

Placeholders	Description
Zone Component 1-6	Select the type of information from **Options** drop down depending on whether it's a promo or text you want to display under the type selected in **General Storage Type** drop down. If **Text Component** is selected the text area is displayed, else if **Promo** is selected a link placeholder is displayed where in you should specify the promo link.

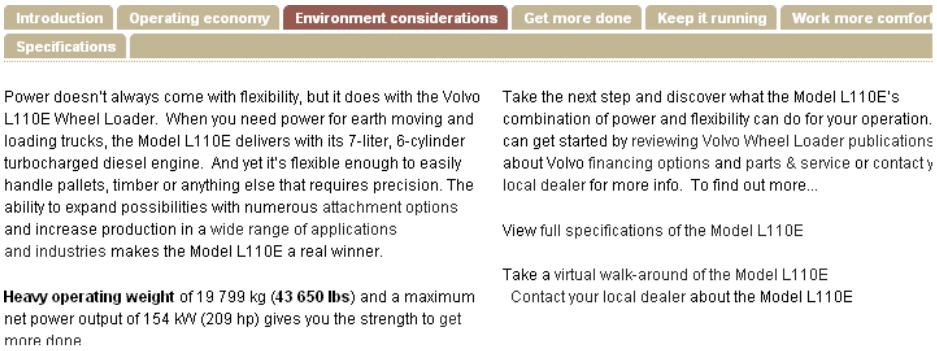

Introduction
Operating economy
Environment considerations
Get more done
Keep it running
Work more comfort
Specifications
Power doesn't always come with flexibility, but it does with the Volvo L110E Wheel Loader. When you need power for earth moving and loading trucks, the Model L110E delivers with its 7-liter, 6-cylinder turbocharged diesel engine. And yet it's flexible enough to easily handle pallets, timber or anything else that requires precision. The ability to expand possibilities with numerous attachment options and increase production in a wide range of applications and industries makes the Model L110E a real winner.
Heavy operating weight of 19 799 kg (43 650 lbs) and a maximum net power output of 154 kW (209 hp) gives you the strength to get more done
Take the next step and discover what the Model L110E's combination of power and flexibility can do for your operation. can get started by reviewing Volvo Wheel Loader publications about Volvo financing options and parts & service or contact y local dealer for more info. To find out more...
View full specifications of the Model L110E
Take a virtual walk-around of the Model L110E
Contact your local dealer about the Model L110E

Figure 42: General Storage Type – ProductPageTab page

2. General Storage Type: ***FlashImageStorage***

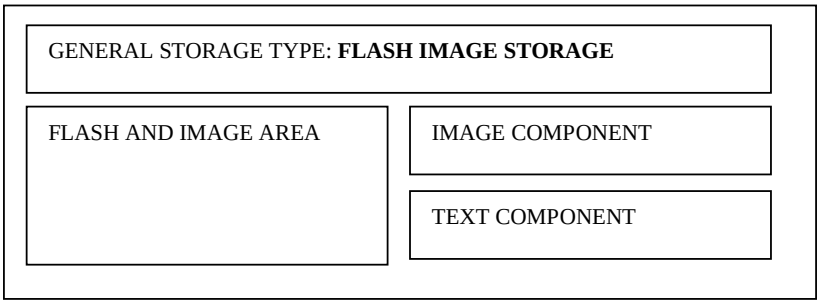


Figure 43: General Storage Type - FlashImageStorage template

Placeholders	Description
General Storage Type	Select type **FlashImageStorage** from drop down menu
Flash and Image Area	Displays a flash movie or an image
Image Component	Displays a thumbnail image
Text Component	Displays text for the image/flash movie displayed

Figure 44: Gallery Storage Type - FlashImageStorage page

3. General Storage Type: ***ProductIconStorage***

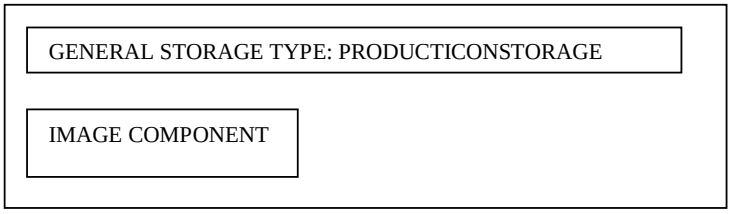


Figure 45: General Storage Type – ProductIconStorage Template

Placeholders	Description
General Storage Type	Select type **ProductIconStorage** from drop down
Image Component	Displays an image

Figure 46: General Storage Type – ProductIconStorage Page

4. General Storage Type**: *QuickAccessStorage***

The **Quick Access** module adds interactivity on the page. The module is very flexible, and can hold many different types of items, for example:

- Document Item
- Application Inclusion

- Related Links
- Image and text

NOTE

Simple links cannot be placed in the **Quick Access** module since the module expands on click. It is of course possible to add a header that the user can click on and then a link that gets visible when the item is expanded.

a. Image and Text

Select **Image and Text** from the drop down menu if you want to display an image and text in the **Quick Access** module.

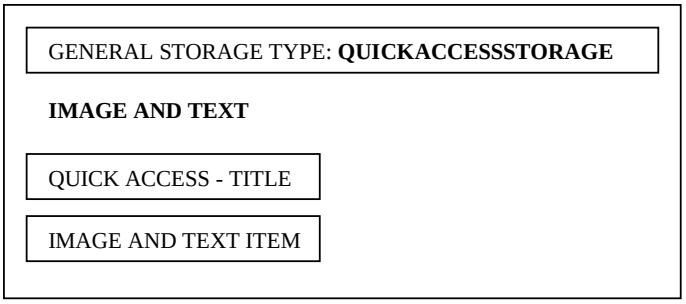


Figure 47: Quick Access - Image and Guide edit page

Placeholders	Description
General Storage Type	Select type **QuickAccessStorage** from drop down menu
Quick Access - Title	Displays the title for the module
Image and Text Item	Displays and image and the text for the module

Figure 48: Quick Access - Image and Guide page

b. Document List

Select **Document List** from the drop down menu if you want to display documents in the **Quick Access** module. The documents displayed are taken from SharePoint and from Resource Gallery.

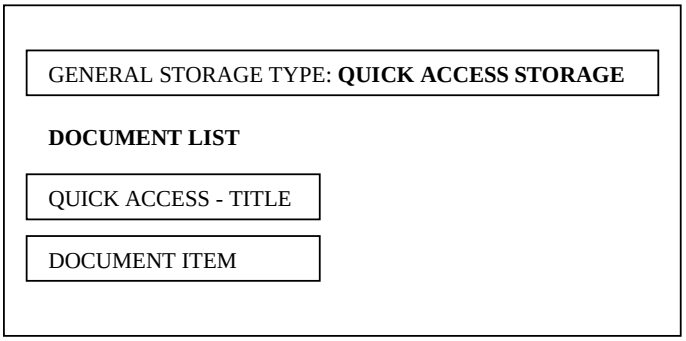


Figure 49: Quick Access - Document List edit page

Placeholders	Description
General Storage Type	Select type **QuickAccessStorage** from drop down menu
Quick Access - Title	Displays the title for the module
Document Item	Lists the documents that are linked to SharePoint and Resource Gallery

Figure 50: Quick Access - Document List Page

c. Application Inclusion

The Application Inclusion option should be selected from the drop down menu if you want to display any application within the **Quick Access** module.

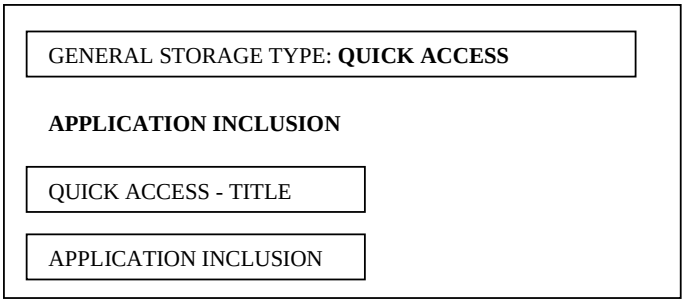


Figure 51: Quick Access - Application Inclusion edit page

Placeholders	Description
General Storage Type	Select type **QuickAccessStorage** from drop down menu
Quick Access - Title	Displays the title for the module
Application inclusion	Enter the URL and the height of the application you want to display

d. Related Category Link

Select **Related Category Link** option to display related links in the **Quick Access** module. The related category is retrieved from the **application** channel.

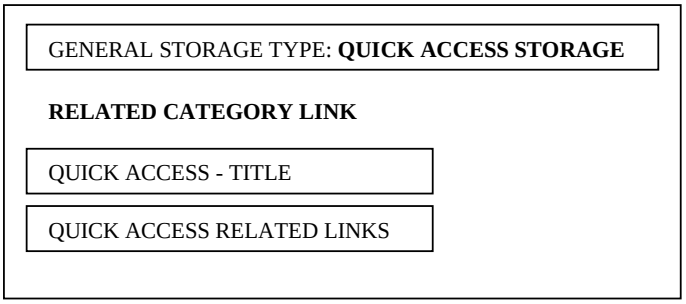


Figure 52: Quick Access - Related Category Link edit page

Placeholders	Description
General Storage Type	Select type **QuickAccessStorage** from drop down menu
Quick Access - Title	Displays the title for the module
Quick Access Related Links	Select a **Related Link Category** where the related links are stored in order to display related links on the **Quick Access** module

5. General Storage Type: *AdditionalInformationLinkList*

The component is designed to display link lists in 1 to 4 columns. The Additional Information solution consists of three levels, storage, grouping and presentation. Each of the levels needs to be configured for the link list to be displayed and work as intended.
On the storage level an administrator/editor creates the individual links by using the **RelatedLinkItem** template and groups the link items into categories by using the **RelatedLinkCategory** template.

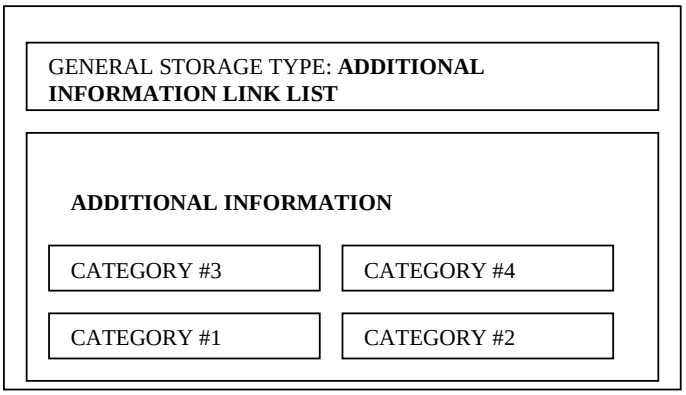


Figure 53: General Storage Type - AdditionalInformationLinkList

Placeholders	Description
General Storage Type	Select type **AdditionalInformationLinkList** from drop down menu
Category 1-4	Select the Related Link Category from the drop down to be included in the **Additional Information List** module.

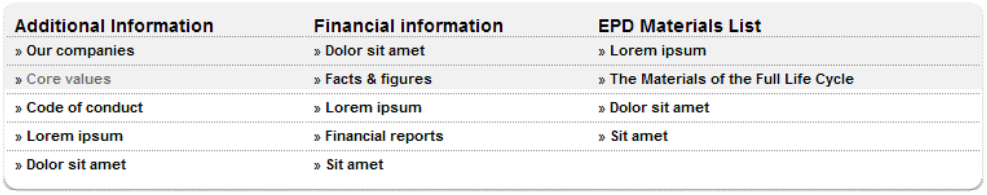


Figure 54: General Storage Type – Additional Information List Page

7.1.1.7.b MultiEntrySplashStorage

To set up a **MultiBrandSplash** you need to create this template which stores the image and the links displayed on the **MultiBrandSplash.** This template must be placed in the **Applications** channel or in a channel that is hidden.

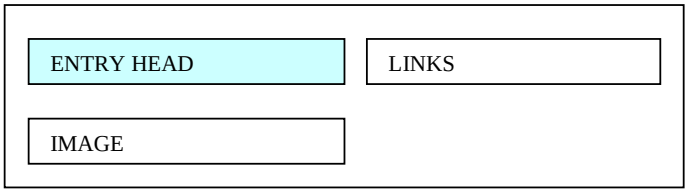


Figure 55: MultiEntrySplashStorage

Placeholders	Description
Entry Head	Displays the heading for the page
Links	Links to be displayed on the **MultiEntrySplash** will be stored here
Image	Insert and Image to be displayed on the **MultiEntrySplash**

7.1.1.7.c SplashStorage

To set up a **Splash** you need to create this template which stores the image and the links displayed on the **Splash.** This posting must be placed in a hidden channel e.g under **Applications**.

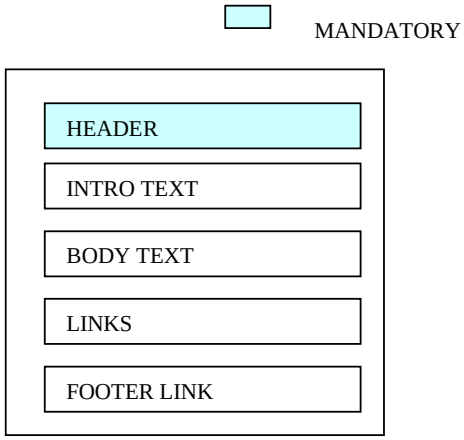


Figure 56: SplashStorage

Placeholders	Description
Header	Displays the heading for the page
Links	Links to be displayed on the **Splash** will be stored here
Intro Text	Displays the introductory text
Body Text	Text is displayed as intended by the editor. This text cannot be used when links are used
Footer Link	Links that will be displayed at the bottom of the image on **Splash**

7.1.2 Campaign Templates

These templates are setup specifically as temporary sites with the purpose to promote specific campaigns and events e.g. product launches, exhibitions.

7.1.2.1 Applications Templates

This folder holds a number of templates whose functionality and content is re-used all over the site.

7.1.2.1.a CampaignCommonText

This template contains placeholders for the texts that are common to the campaign templates.

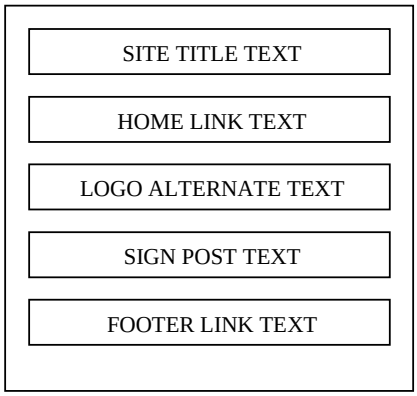


Figure 57: CampaignCommonText

Placeholders	Description
Site Title Text	Displays a title for the site
Home Link Text	Displays home link text on top navigation
Logo Alternate Text	Displays an alternate logo to the site
Sign Post Text	Displays the sign post at the bottom of the site
Footer Link Text	Enter contents for the page footer

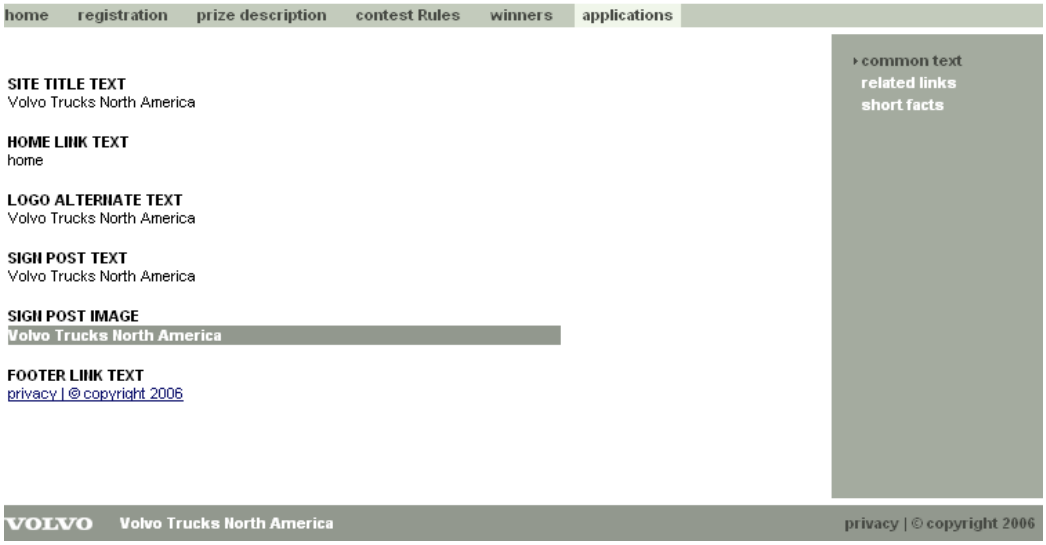


Figure 58: CampaignCommonText Page

7.1.2.1.b RelatedLinkCategory

Any **RelatedLinkCategory** posting created in this channel will be displayed as selectable option in presentation and landing templates via drop downs. The main posting in this channel is created by using the **RelatedLinkIndex** template. The **RelatedLinkIndex** will list all **RelatedLinkCategory** and **RelatedLinkItem** postings in the channel to create an overview.

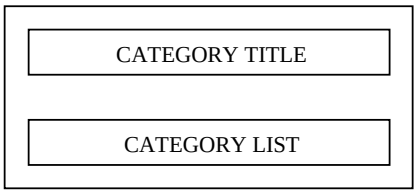


Figure 59: RelatedLinkCategory

Placeholders	Description
Category Title	Displays the title for the category
Category List	Displays the List of related link items present in the category.

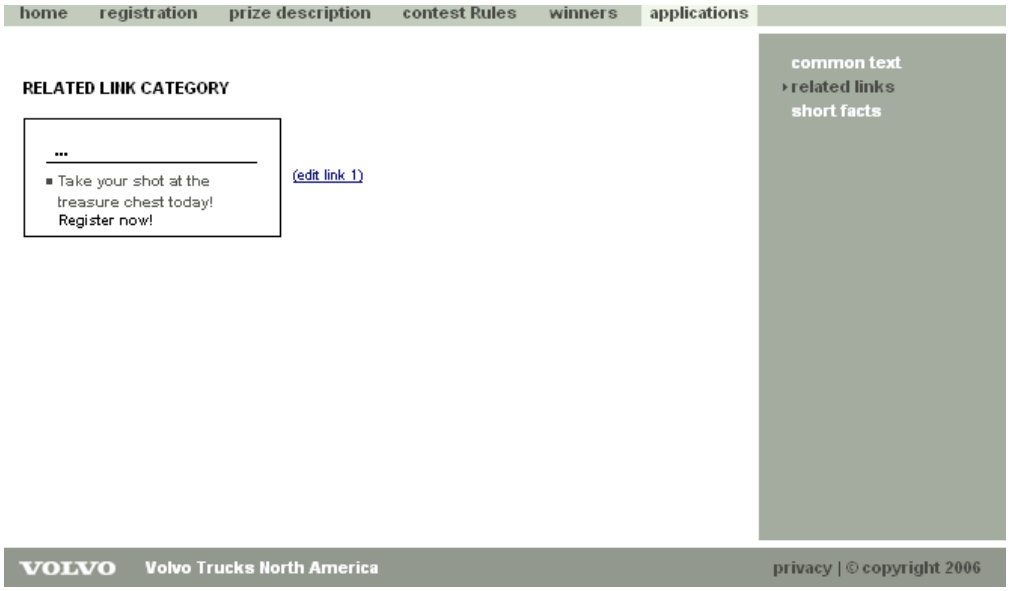


Figure 60: RelatedLinkCategory Page

7.1.2.1.c RelatedLinkItem

This posting contains information about a single related link.

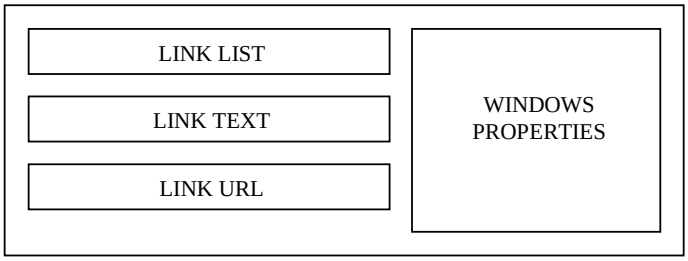


Figure 61: RelatedLinkItem

Placeholders	Description
Link Title	Displays the title of the related link item.
Link Text	Displays the text for the realetd link item.
Link URL	Displays the destination link of the related link item.
Window Properties	Displays the window property of the related link item.

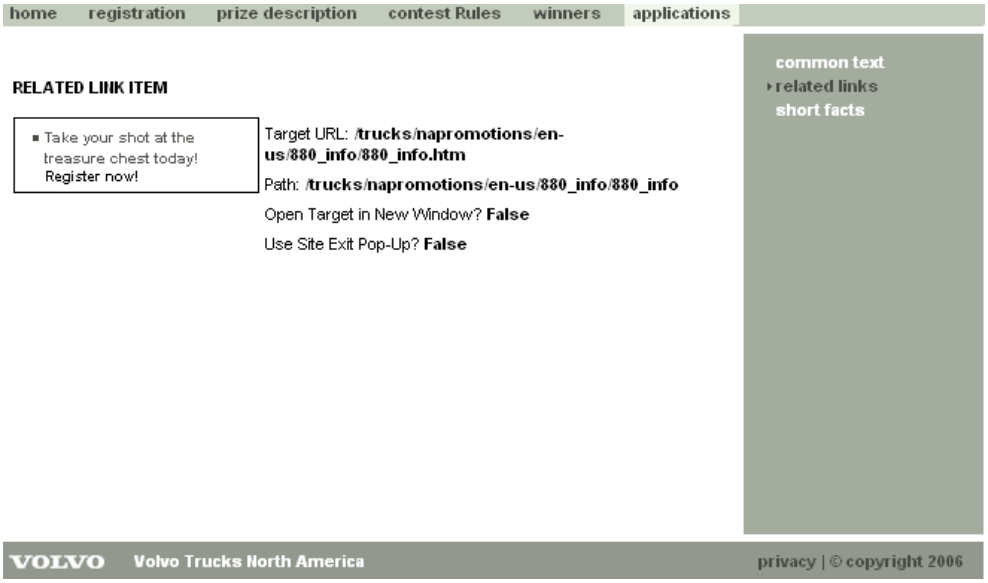


Figure 62: RelatedLinkItem Page

7.1.2.1.d ShortFactItem

This template creates an item with an image, a description text and a list of 1 to 5 short facts that an infomaster might want to display on his/her campaign site.

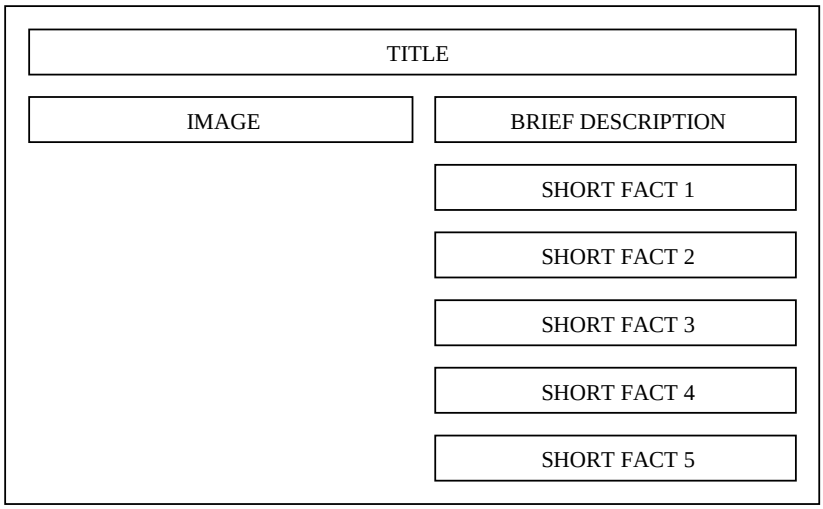


Figure 63: ShortFactItem

Placeholders	Description
Title	Displays the main title of the page
Image	Displays an image on the page
Brief Description	Displays a brief description of the page
Short Fact 1-5	Displays a short fact element that can be displayed on multiple postings

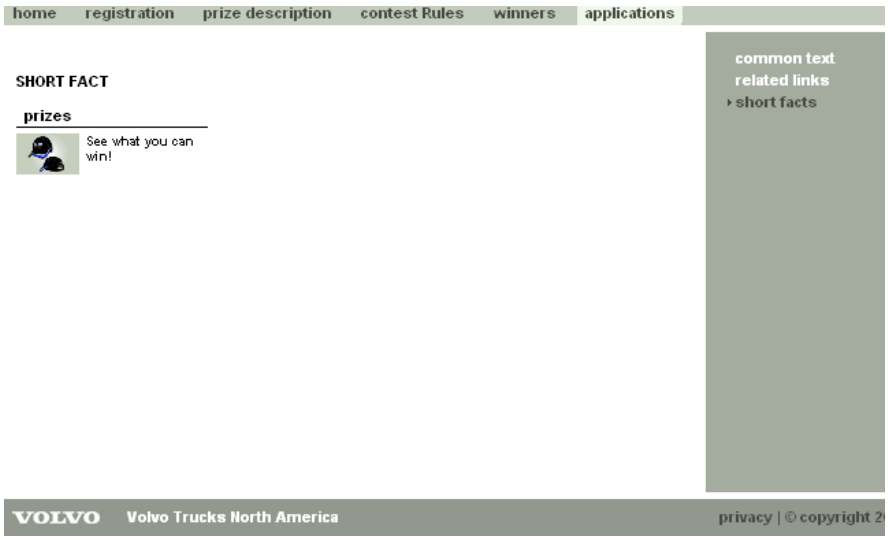


Figure 64: ShortFactItem Page

7.1.2.1.e ShortFactIndex

This template lists the short fact items that are created. This template is used to display short fact items in multiple postings.

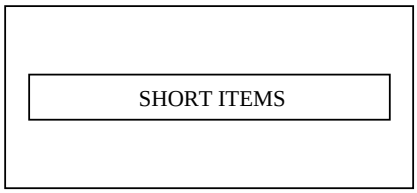


Figure 65: ShortFactIndex

Figure 66: ShortFactIndex Page

7.1.2.2 Home Templates

7.1.2.2.a CampaignMain

This template is for the main page of the site for promoting campaigns and events.

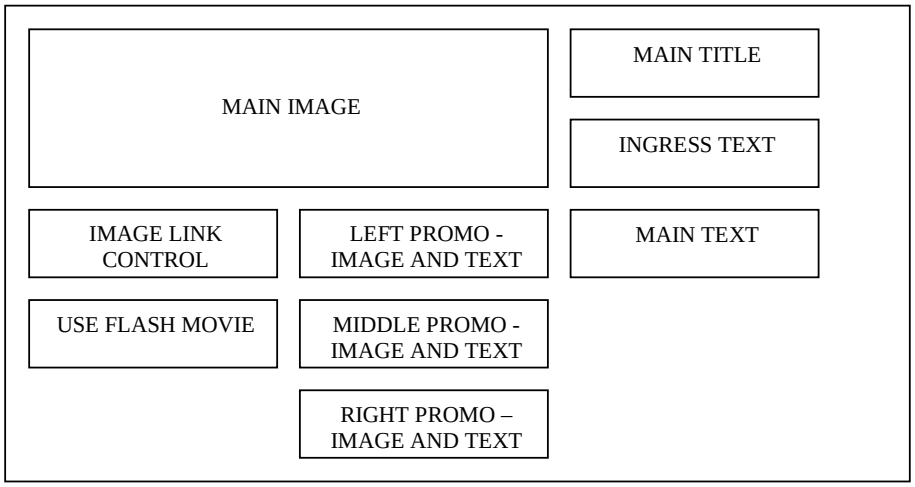


Figure 67: CampaignMain

Placeholders	Description
Main Image Area	Insert any image to this placeholder.
Image Link Control	Displays a hyperlink to the main image
Use Flash Movie	Insert a flash movie.
Main Title	Displays the main title of the page.
Ingress Text	Can be used for a short text in bold font.
Main Text	Gives a brief description of the page.
Left Promo-Image and Text	Displays a promo on the left of the page along with the text.
Middle Promo-Image and Text	Displays a promo on the middle of the page along with the text.
Right Promo-Image and Text	Displays a promo on the right along with the text.

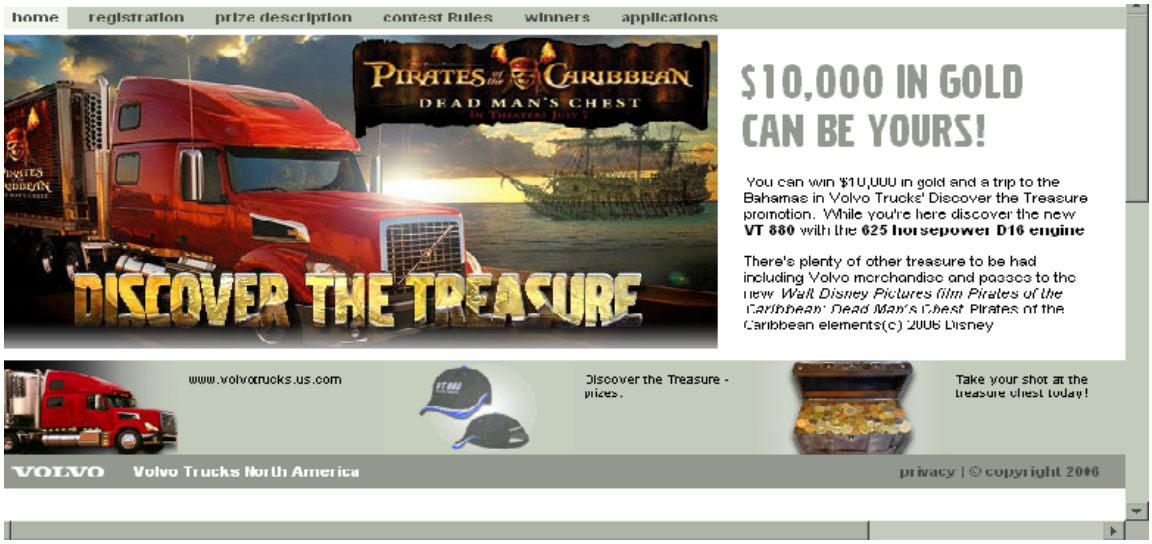

home
registration
prize description
contest Rules
winners
applications
PIRATES of the CARIBBEAN
DEAD MAN'S CHEST
DISCOVER THE TREASURE
$10,000 IN GOLD
CAN BE YOURS!
You can win $10,000 in gold and a trip to the Bahamas in Volvo Trucks' Discover the Treasure promotion. While you're here discover the new VT 880 with the 625 horsepower D16 engine
There's plenty of other treasure to be had including Volvo merchandise and passes to the new Walt Disney Pictures film Pirates of the Caribbean: Dead Man's Chest. Pirates of the Caribbean elements(c) 2006 Disney
www.volvotrucks.us.com
Discover the Treasure - prizes.
Take your shot at the treasure chest today!
VOLVO
Volvo Trucks North America
privacy | © copyright 2006

Figure 68: CampaignMain Page

7.1.2.3 Presentation Templates

These templates are used to display information in a more detailed level.

7.1.2.3.a CampaignChapter2ColText

This template is used for the postings in the campaign sites sub navigation. It can be displayed in different views depending on utilization of selected elements.

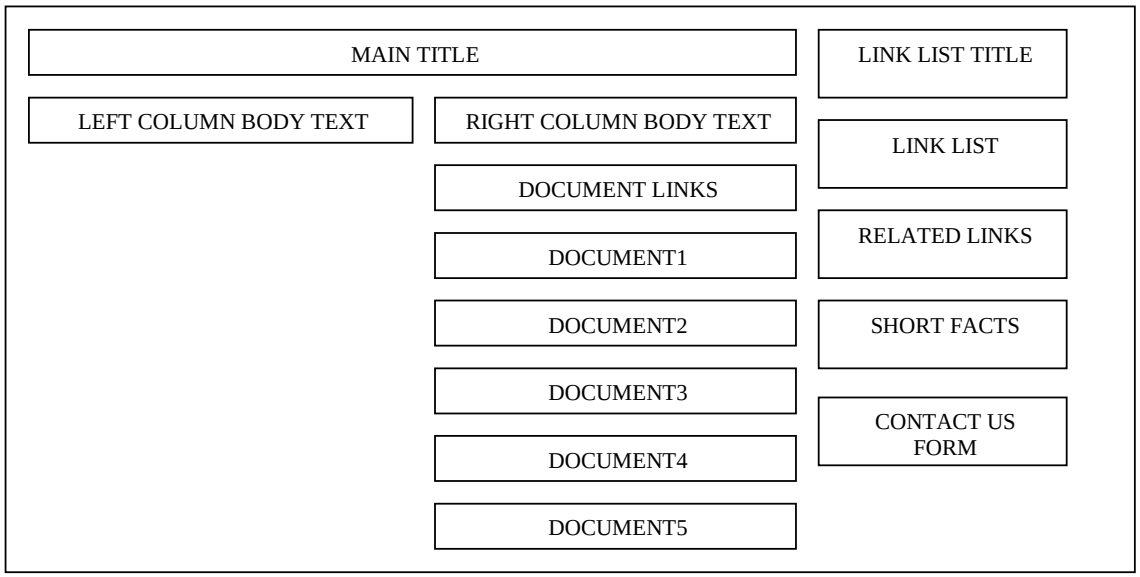


Figure 69: CampaignChapter2ColText

Placeholders	Description
Main Title	Displays the main title of the page
Left Column Body Text	Displays a brief desritpion of the page left hand side
Right Column Body Text	Displays a brief description of the page on the right hand side
Document Links	Displays the list of document links
Document 1-5	List Volvo.com documents that are downloaded from SharePoint. You can also add attachments as well as add hyperlinks here.
Link List Title	Displays a title for the list of links
Link List	Displays the list of links
Related links	These links link to a page in the site structure or to another external site containing information related to the content
Short Facts	Displays a short fact element that can be displayed on multiple postings
Contact Us Form	Enter the contact details for the **ContactUs** posting

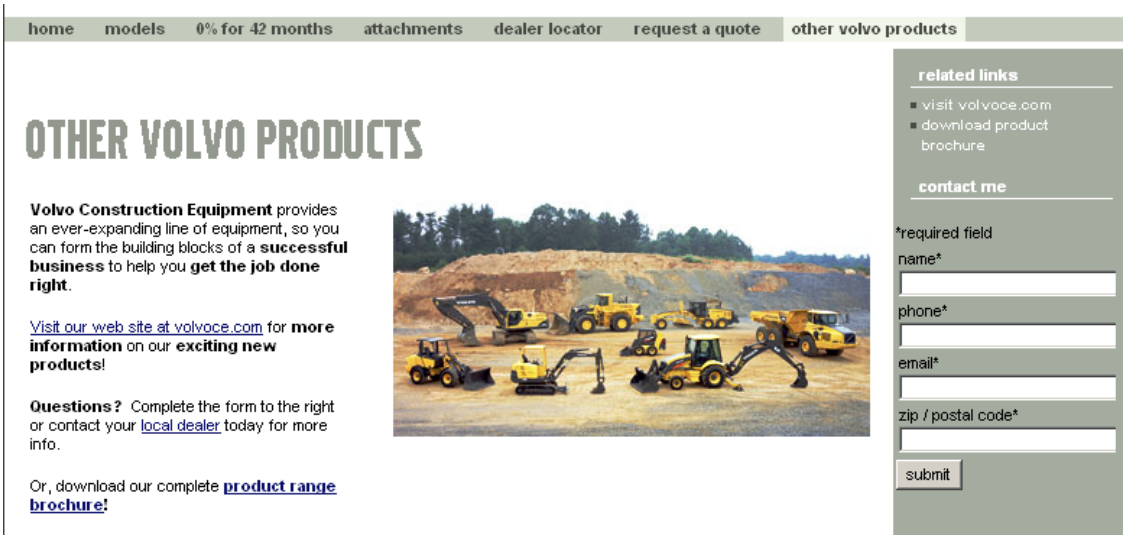

home
models
0% for 42 months
attachments
dealer locator
request a quote
other volvo products
OTHER VOLVO PRODUCTS
Volvo Construction Equipment provides an ever-expanding line of equipment, so you can form the building blocks of a successful business to help you get the job done right.
Visit our web site at volvoce.com for more information on our exciting new products!
Questions? Complete the form to the right or contact your local dealer today for more info.
Or, download our complete product range brochure!
related links
visit volvoce.com
download product brochure
contact me
*required field
name*
phone*
email*
zip / postal code*
submit

Figure 70: CampaignChapter2ColText Page

7.1.2.3.b CampaignChapterText

This template is used for the postings in the campaign sites sub navigation. It can be displayed in different views depending on utilization of selected elements.

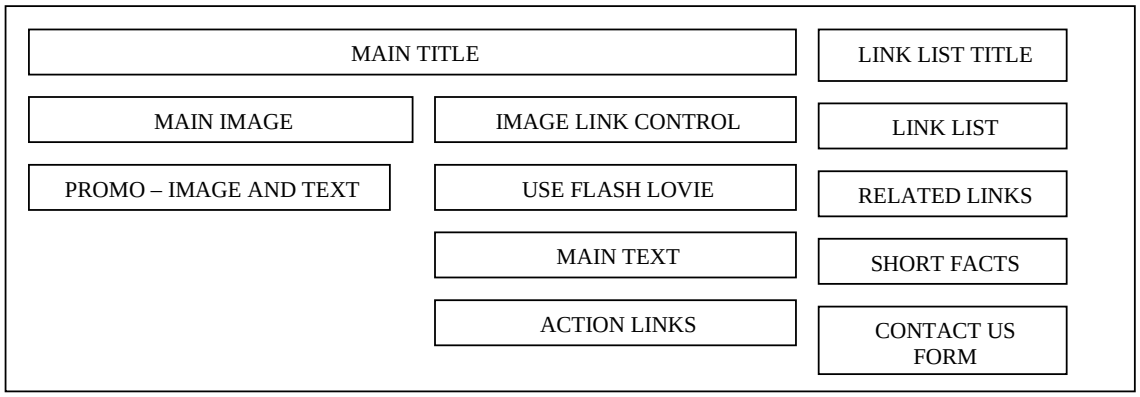


Figure 71: CampaignChapterText

Placeholders	Description
Main Title	Displays the main title of the page
Main Image	Diplays the main image of the page
Promo – Image and Text	Displays the promo image and the text on the homepage
Image Link Control	Displays a hyperlink to the main image
Use Flash Movie	Displays a flash movie
Main Text	Displays a brief desription of the page.
Action Links	External or internal links formatted to look like buttons.
Link List Title	Displays a title for the list of links
Link List	Displays the list of links
Related links	These links link to a page in the site structure or to another external site containing information related to the content
Short Facts	Displays a short fact element that can be displayed on multiple postings
Contact Us Form	Enter the contact details for the **ContactUs** posting

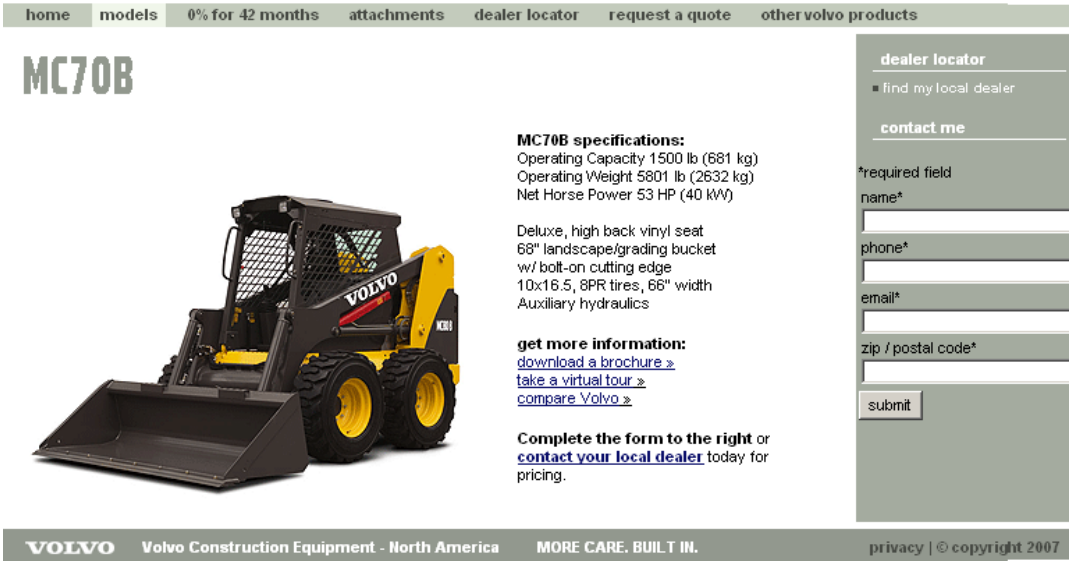


Figure 72: CampaignChapterText Page

7.1.3 Home Templates

7.1.3.1 BusinessAreaHomepage

The homepage highlights the business offering and serves as an entry point to the user from where he/she can quickly access important or frequently used functionality and content.

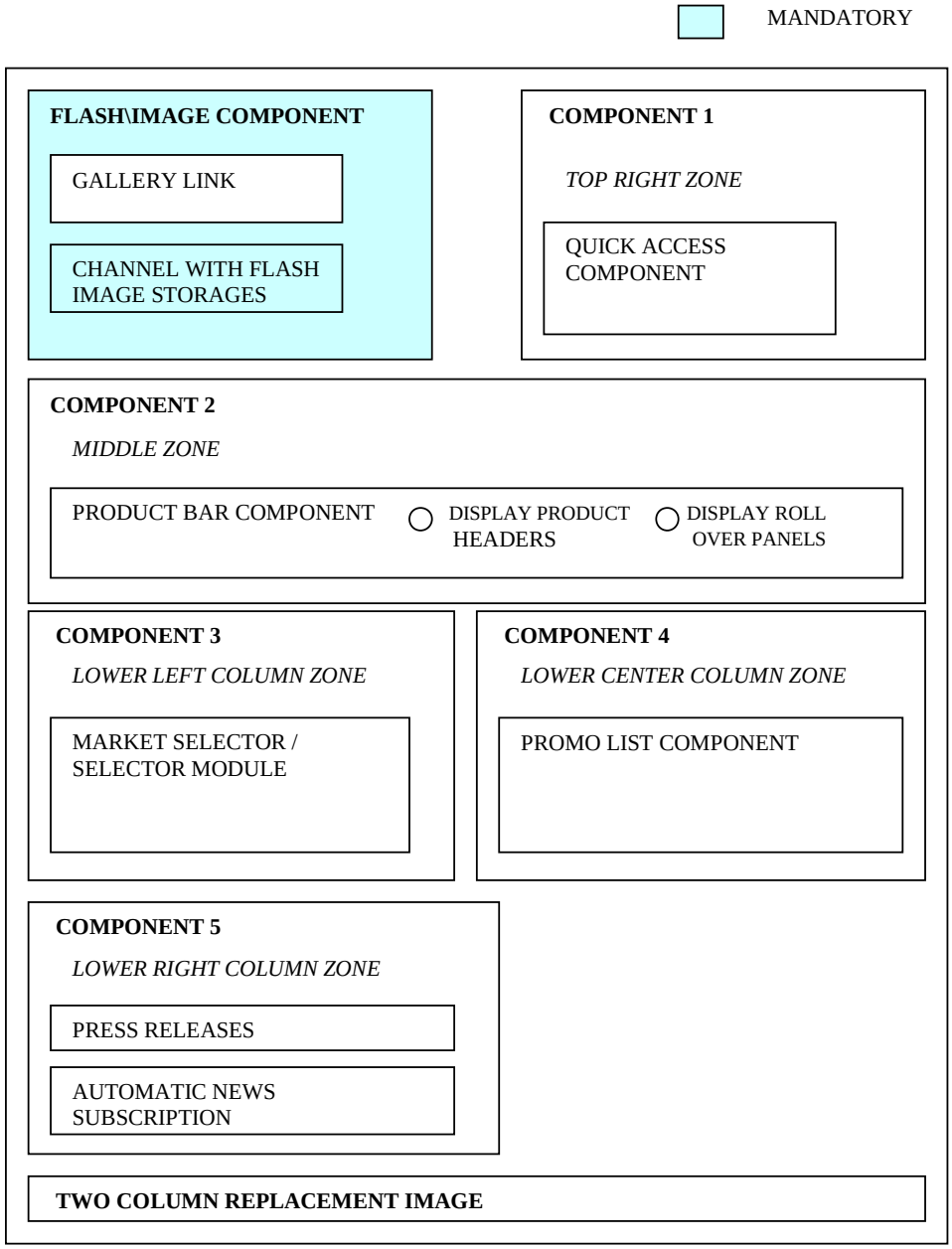


Figure 73: BusinessAreaHome

Module/Placeholders		Description
Flash Image Component		Holds up to 6 images/flash movies if more are added the images are not presented well. The link should point to **GeneralStorage** postings of the type **FlashImageStorage.**
	Gallery Link	Displays a link to the left in the thumbnail bar. The link specified should be linked to the gallery posting.
	Channel with Flash Image Storage	Enter the link to the channel that holds the flash/image storage. This will display up to 6 images/flash movies on thumbnail bar. This data is retrieved from the **GeneralStorage** template of the type **FlashImageStorage.**
Component 1		Displays Quick Access module or Image module to the top right hand side of the page.
	Quick Access Component	Enter the title for the component and a link that links to the **GeneralStorage** posting with the type **QuickAccessStorage**.
Component 2		Displays Product Bar in the middle of the page. Product Bar can have multiple rows that can hold minimum 12 and maximum 24 items.
	Product Bar Component	Enter the link that links to the **ProductGuideItems** storage.
	Display Product Headers	Check the radio buttons yes or no, depending whether you want to display the product headers or not
	Display Roll-Over Panels	Check the radio buttons yes or no, depending whether you want to display the roll-over panels or not
Market Selector/ Selector Module		You can display links of all market site of the BA
Promo List Component		Displays promos in the lower right hand side of the page. This component gives the user a short introduction to the content on the destination page. Define the layout how the promos should be displayed from the drop down menu. Insert the link where the link links to external promo postings and or internal postings with hidden placeholders. **NOTE**: This component can be placed in the place of Component 3 incase if they aren't being used.

Module/Placeholders		Description
	Promo List Component	Enter the title for the promo list and the promo links
News Component		Displays news on the lower right hand column of the page **NOTE**: This component can be placed in the place of Component 3 and 4, incase if they aren't being used
	Press Releases	Displays the press releases
	Automatic News Subscription	Displays news that subscribed from containers
Two Column replacement image		Displays an image in place of **Component 4** and **5** module. Check the checkbox **Show Image instead of center and right** to display the image. You can also place a link that will be on the image.

Component 1

This area holds a module. The area size is fixed, it cannot grow horizontally or down over the product bar. If there is too much content in the module, it will grow under the product bar, without being visible to the users. If it grows under, an arrow will indicate scroll functionality. When you hover over the down arrow, the module scrolls down, and when you hover over the up arrow, the module scrolls up.

Depending on the module selected from drop down menu, *Quick Access* module or an image will be displayed in this area.

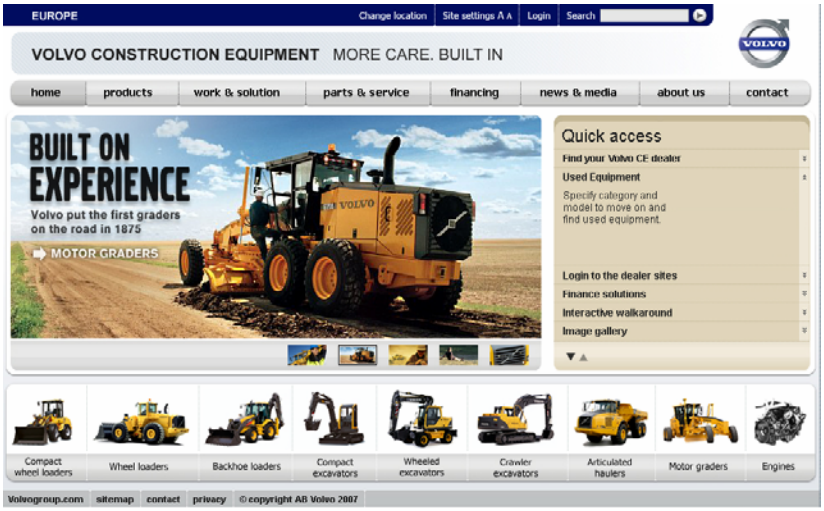


Figure 74: Component 1 with Quick Access module

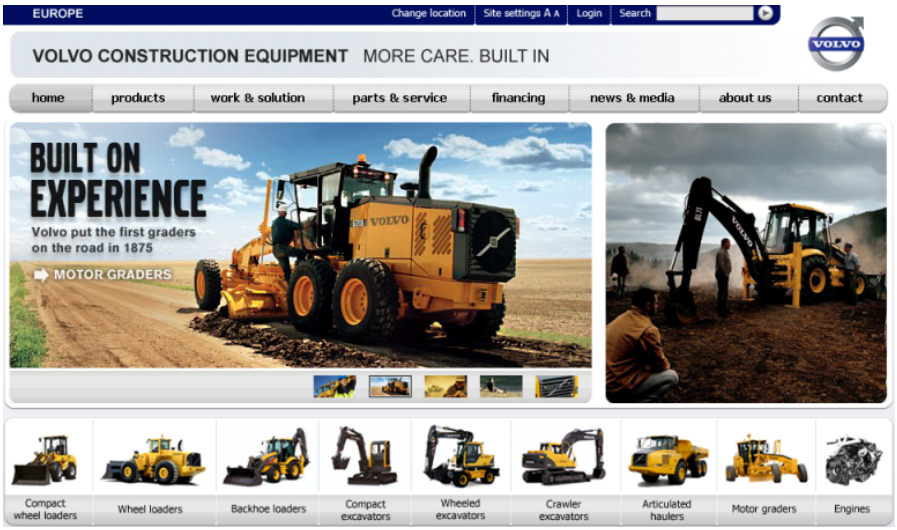


Figure 75: Component 1 with Image module

Component 2

The product bar size is fixed, but the content can change. The bar is optional. When taken away, the modules below move up.

Market Selector Module

You can edit a business area's default Market Selector, i.e. the Market Selector contains links to all market sites of that business area.

Displaying a Market Selector

The **BusinessAreaHome** template allows the editor to decide if they want to show the Market Selector.

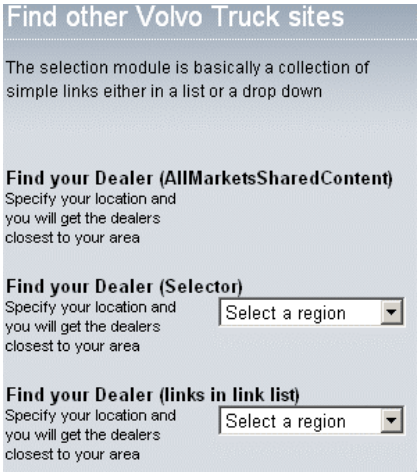

Find other Volvo Truck sites
The selection module is basically a collection of simple links either in a list or a drop down
Find your Dealer (AllMarketsSharedContent)
Specify your location and you will get the dealers closest to your area
Find your Dealer (Selector)
Specify your location and you will get the dealers closest to your area
Select a region
Find your Dealer (links in link list)
Specify your location and you will get the dealers closest to your area
Select a region

Figure 76: Market Selector Module

1. Select **Market Selector Module** from the drop down list.
2. Enter the header for the module

3. Enter introductory next for for each link list you wish to display in the **Intro Text** placholder
4. Type the link text in the Link placeholder and link the text to the market site.
   NOTE: Insert one link per row.

Displaying a Selector Module

1. Select **Selector Module** from the drop down list
2. Enter the header for the module and the introductory text.
3. Enter the link and link it to the market of the BA also providing the introductory text for it.
4. If you wish to list the links in a drop down menu, check **Render as Dropdown** checkbox.
5. Enter a caption for the drop down menu list

Component 4-6

These 3 areas hold one module each. The widths of the modules are fixed, but they can grow down depending on how many items are being added. The modules can also be put together as shown in the figures below. An image module can stretch over the two right areas. If there is an empty area, the colored background is visible.

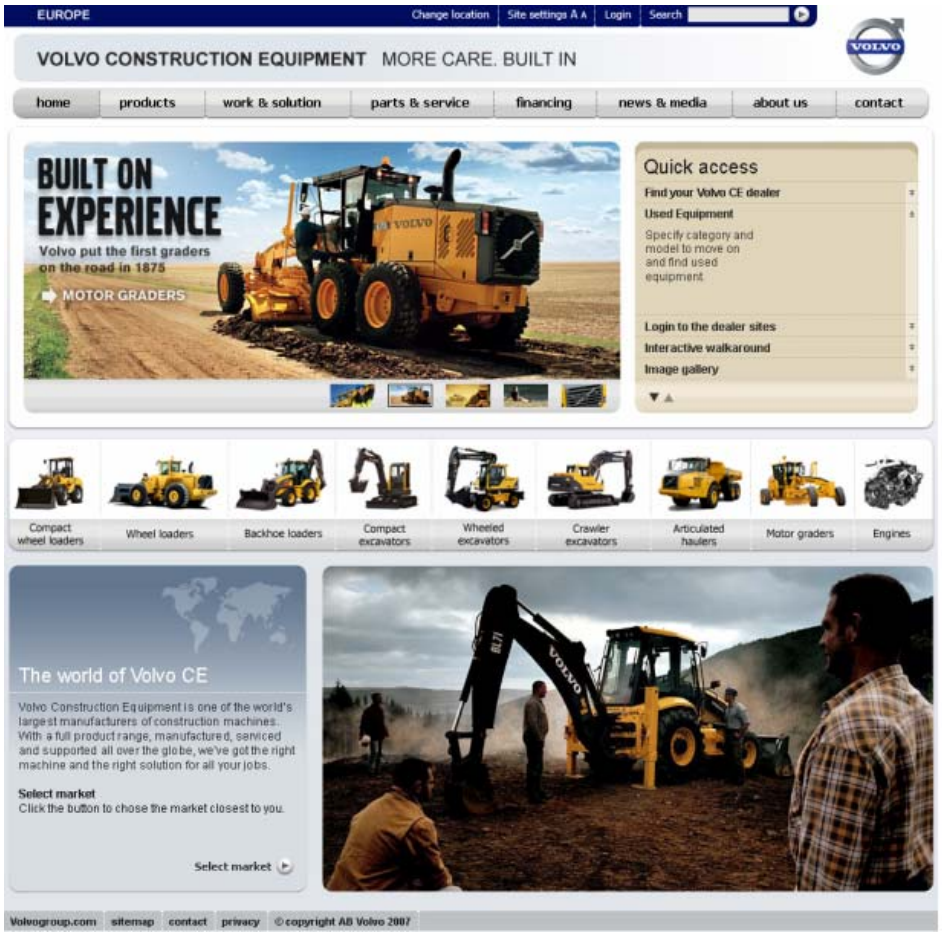


Figure 77: Image module stretches the 2 right areas

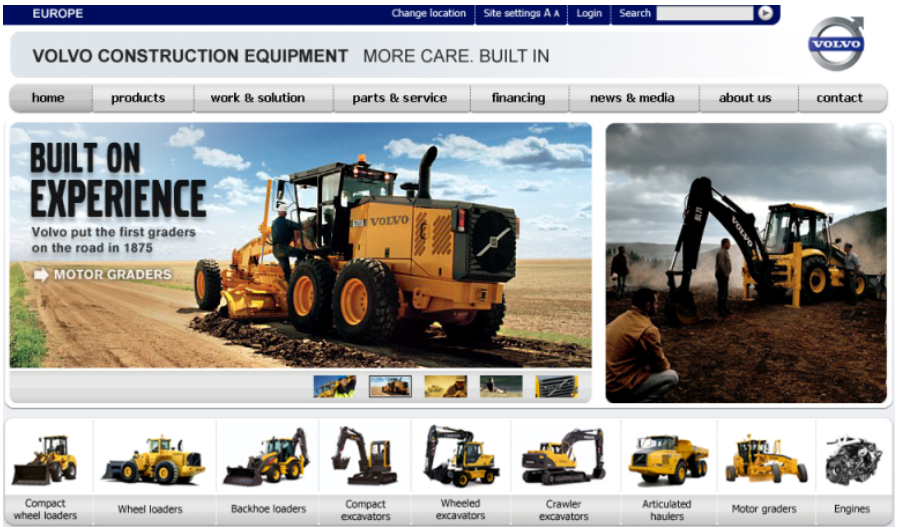


Figure 78: Template without Component 4-6

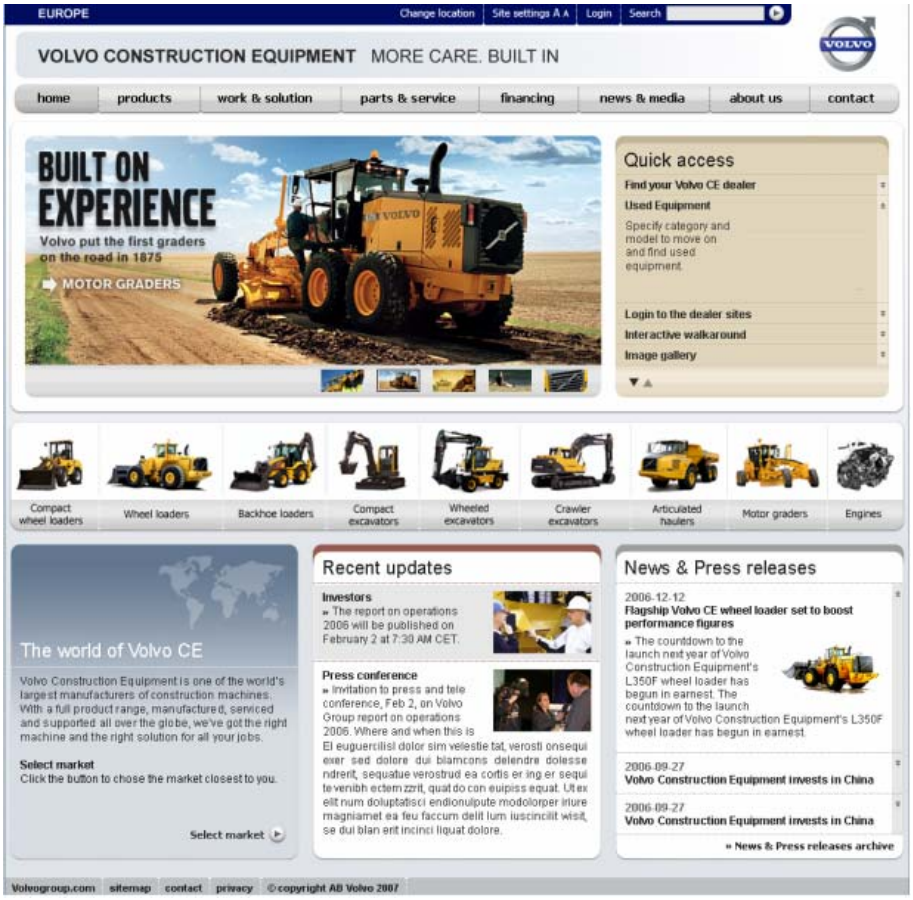

EUROPE
Change location
Site settings A A
Login
Search
VOLVO CONSTRUCTION EQUIPMENT MORE CARE. BUILT IN
home
products
work & solution
parts & service
financing
news & media
about us
contact
BUILT ON EXPERIENCE
Volvo put the first graders on the road in 1875
MOTOR GRADERS
Quick access
Find your Volvo CE dealer
Used Equipment
Specify category and model to move on and find used equipment
Login to the dealer sites
Interactive walkaround
Image gallery
Compact wheel loaders
Wheel loaders
Backhoe loaders
Compact excavators
Wheeled excavators
Crawler excavators
Articulated haulers
Motor graders
Engines
The world of Volvo CE
Volvo Construction Equipment is one of the world's largest manufacturers of construction machines. With a full product range, manufactured, serviced and supported all over the globe, we've got the right machine and the right solution for all your jobs.
Select market
Click the button to chose the market closest to you.
Select market
Recent updates
Investors
» The report on operations 2006 will be published on February 2 at 7:30 AM CET.
Press conference
» Invitation to press and tele conference, Feb 2, on Volvo Group report on operations 2006. Where and when this is
El euguercilisl dolor sim velestie tat, verosti onsequi exer sed dolore dui blamcons delendre dolesse ndrerit, sequatue verostrud ea cortis er ing er sequi te venibh ectem zzrit, quat do con euipiss equat. Ut ex elit num doluptatisci endionulpute modolorper iriure magniamet ea feu faccum delit lum iuscincilit wisit, se dui blan erit incinci liquat dolore.
News & Press releases
2006-12-12
Flagship Volvo CE wheel loader set to boost performance figures
» The countdown to the launch next year of Volvo Construction Equipment's L350F wheel loader has begun in earnest. The countdown to the launch next year of Volvo Construction Equipment's L350F wheel loader has begun in earnest.
2006-09-27
Volvo Construction Equipment invests in China
2006-09-27
Volvo Construction Equipment invests in China
» News & Press releases archive
Volvogroup.com
sitemap
contact
privacy
©copyright AB Volvo 2007

Figure 79: Template with component 4 and 5

7.1.3.2 MultiEntrySplash

This template presents all available Volvo Group sites (markets and languages) in a chosen market/country. The users come to this page after selecting a market/language on the Volvo Group Home Page. This page presents only one language at the time. For multi-lingual countries the recommendation is to first land on a Splash page. E.g. if the user writes www.volvogroup.ch in the URL address field, he/she comes first to VCSplash page where he/she has to select language.

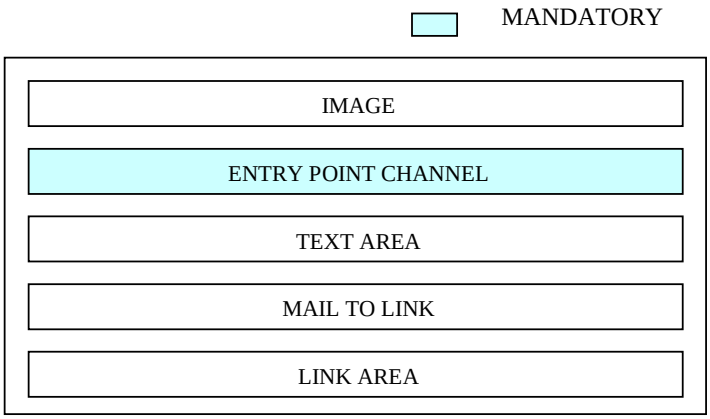


Figure 80: MultiEntrySplash

Placeholders	Description
Image	Insert an image from the Resource Gallery.
Entry Point Channel	The editor must create posting of the **MultiEntrySplashStorage** template. The editor must point to the channel where **MultiEntrySplashStorage** posting is located. The information from the **MultiEntrySplashStorage** posting is redered on this posting.
Text Area	Enter the text to be displayed
Link Area	Corporate link most often hyperlinks to the global site of a BA.
Mail to Link	The editor must write mailto: in the link propertie dialogue instead of http://

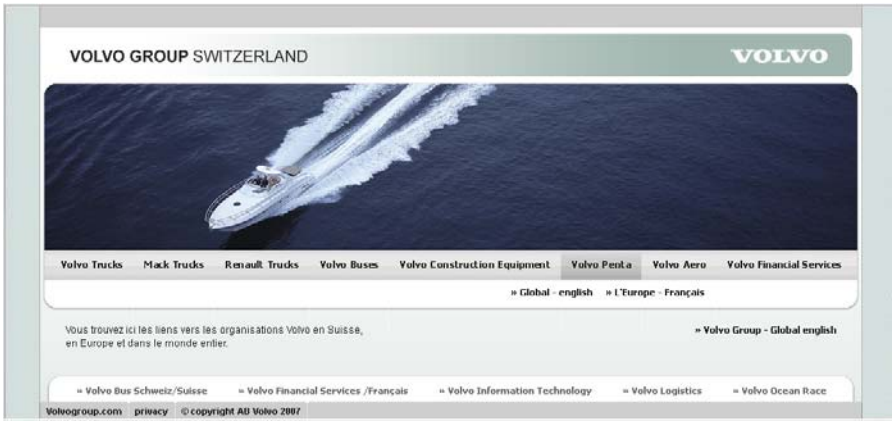


Figure 81: MultiEntrySplash Page

7.1.3.3 Splash

The **Splash** page makes it possible for the different BA's to let the user select a market or a language before they present any content. The users come to this page when writing [BA name].com, e.g. www.volvotrucks.com. When writing a specific "country URL", like volvotrucks.ch, this splash page makes the user select language.

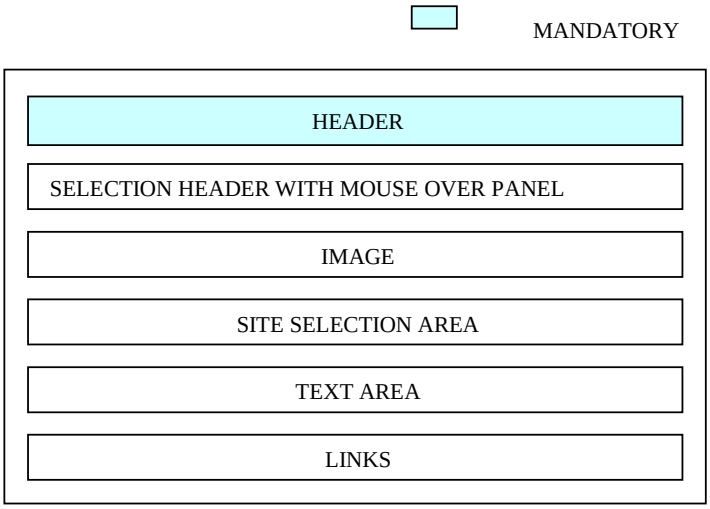


Figure 82: Splash

Placeholders	Description
Header	Enter a title to the page.
Selection header with mouse over panel	List the selection areas that will be placed above and/or under the image
Image	Insert an image from the Resource Gallery.
Site Selection Area	The information is automatically retrieved from the **SplashStorage** page
Text Area	Enter the text to be displayed
Links	Corporate link most often hyperlinks to the global site of a BA.

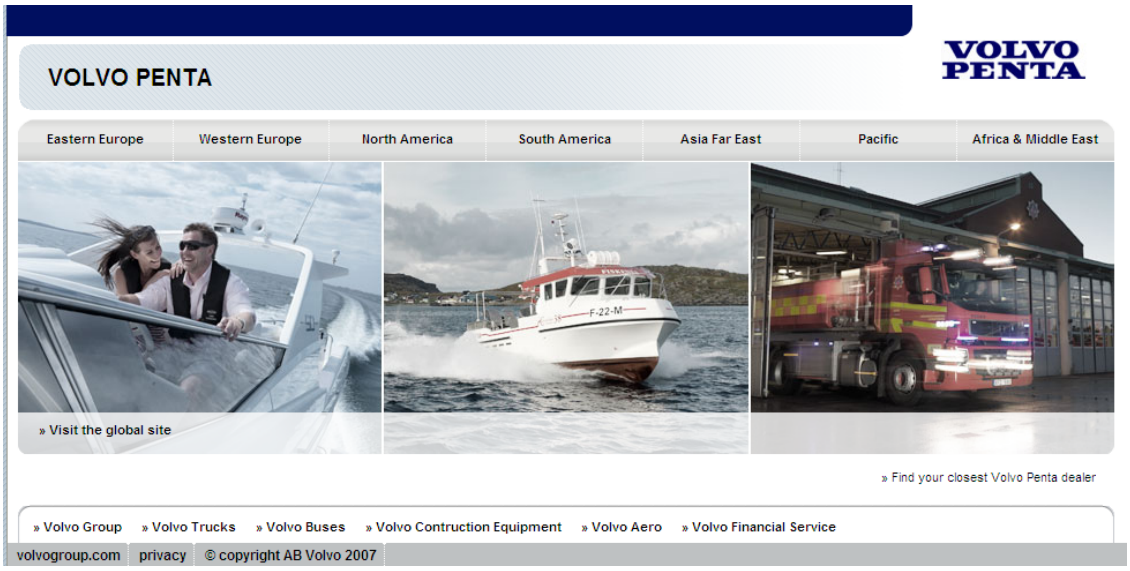


Figure 83: Splash

7.1.4 Landing Templates

7.1.4.1 Landing

The landing page introduces the user to the section and gives the user an overview of the content found deeper down in the channel structure using promo boxes. Each promo box gives the user a short introduction to the content on the destination page. When the user clicks a promo box, the user is sent to that page.

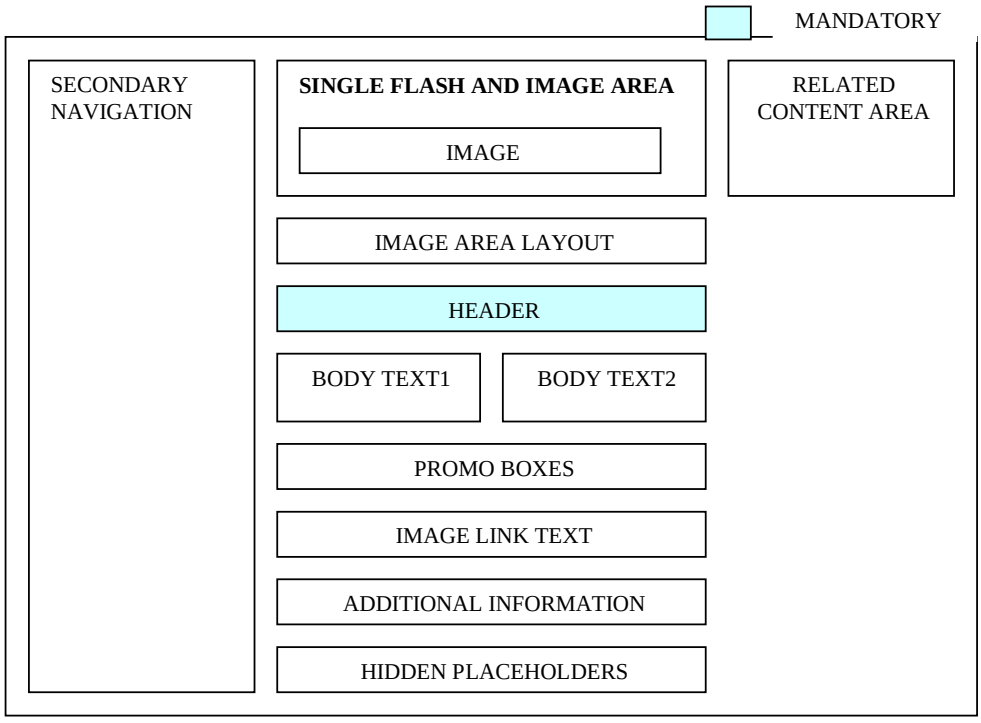


Figure 84: Landing

Placeholders	Description
Secondary Navigation	Displays the secondary navigation of the channel
Single Flash and Image Module	Insert either a flash movie or an image from the resource gallery
Image Size and Position	Select any one option from the drop down menu to portray the template accordingly
Image	Displays image in one or two column width depending on the layout chosen. **NOTE:** There is only one image placeholder, and the image connected to the placeholder will be resized according to the selected template design. To avoid scaling from small to large image and loss of image quality, make sure the image size is the correct one, as detailed above the template placeholder.

Placeholders	Description
Promo Boxes	The promo boxes should give the user a short introduction to the content on the destination page. Define the layout how the promos should be displayed from the drop down menu. Insert the link where the link links to external promo postings and or internal postings with hidden placeholders. **NOTE**: Using this placeholder you can also link to banners.
Image Link List	It's possible for an editor to choose where in the content area to put the Image Link list; in the right and/or left hand column, next to, over or under the promo boxes (if there is any). The image list is always placed below the body text. The title and the image are retrieved from a Related link Item page. The editor can point to more than one related link items.
Related Content Area	The related content area can hold related content modules, e.g. simple selector, related links, link list and application inclusion. With the simple selector module is it possible to show a prefined list. The prefined list is created with AllMarketSharecontent template or Selector template. Selecting the checkbox **Render as Dropdown,** you can view the options in drop-down list. Enter the title for the related links module. If the editor adds a link list to this module, the title must be set by the editor and the link should link to the destination posting which the editor wants to present. If the editor selects to have a related link module the editor needs to point to **RelatedLinkCategory** posting. When the editor selects to have a related links module they can only add 1 link per module.
Body Text1 and 2	Displays a detailed description of the page. In the area the editor could add intro text, sub headers and body text.
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type
Hidden Placeholder	An editor can fill out contents in this placeholder in order to display information in promo boxes on other pages

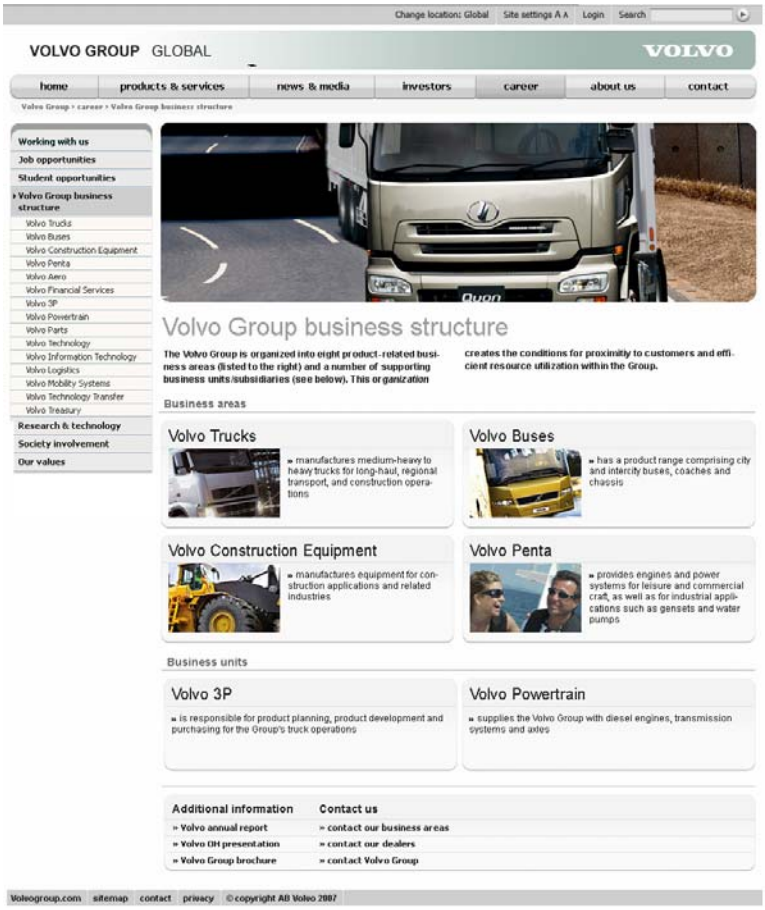

Change location: Global
Site settings A A
Login
Search
VOLVO GROUP GLOBAL
VOLVO
home
products & services
news & media
investors
career
about us
contact
Volvo Group › career › Volvo Group business structure
Working with us
Job opportunities
Student opportunities
Volvo Group business structure
Volvo Trucks
Volvo Buses
Volvo Construction Equipment
Volvo Penta
Volvo Aero
Volvo Financial Services
Volvo 3P
Volvo Powertrain
Volvo Parts
Volvo Technology
Volvo Information Technology
Volvo Logistics
Volvo Mobility Systems
Volvo Technology Transfer
Volvo Treasury
Research & technology
Society involvement
Our values
Volvo Group business structure
The Volvo Group is organized into eight product-related business areas (listed to the right) and a number of supporting business units/subsidiaries (see below). This organization creates the conditions for proximity to customers and efficient resource utilization within the Group.
Business areas
Volvo Trucks
» manufactures medium-heavy to heavy trucks for long-haul, regional transport, and construction operations
Volvo Buses
» has a product range comprising city and intercity buses, coaches and chassis
Volvo Construction Equipment
» manufactures equipment for construction applications and related industries
Volvo Penta
» provides engines and power systems for leisure and commercial craft, as well as for industrial applications such as gensets and water pumps
Business units
Volvo 3P
» is responsible for product planning, product development and purchasing for the Group's truck operations
Volvo Powertrain
» supplies the Volvo Group with diesel engines, transmission systems and axles
Additional information
» Volvo annual report
» Volvo CH presentation
» Volvo Group brochure
Contact us
» contact our business areas
» contact our dealers
» contact Volvo Group
Volvogroup.com
sitemap
contact
privacy
© copyright AB Volvo 2007

Figure 85: Landing Page

7.1.4.2 NewsAndInvestorsLanding

This template works as a start page to the News & media and Investors section, reached from top navigation. This template should not be used in any other place in the structure. This template introduces the section's contents to the visitor at the same time as it is optimized for signaling actuality by providing the latest news. The primarily aim of the page is to work as a news and/or investor relations landing page.

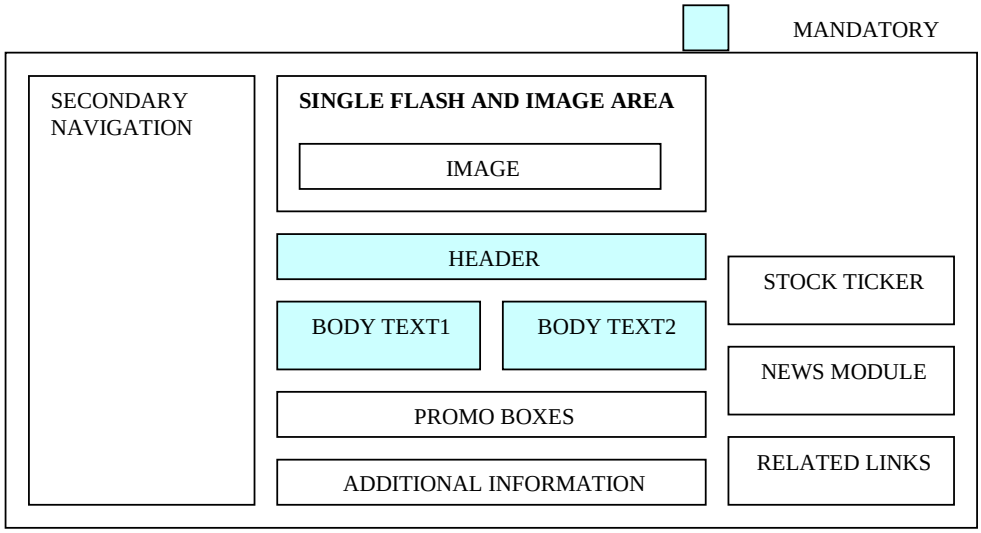


Figure 86: NewsAndInvestorsLanding

Placeholders	Description
Secondary Navigation	Displays the secondary navigation of the channel
Single Flash and Image Module	Insert either a flash movie or an image from the resource gallery
Body Text 1 and 2	Displays a detailed description of the page. In the area the editor could add intro text, sub headers and body text.
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type
Promo Boxes	The promo boxes should give the user a short introduction to the content on the destination page. Define the layout how the promos should be displayed from the drop down menu. Insert the link where the link links to external promo postings and or internal postings with hidden placeholders. **NOTE**: Using this placeholder you can also link to banners.

Placeholders	Description
Related Links	The related link area can hold related links and link list. Enter the title for the related links module.Enter text and link it to the desired posting that you wish to present if you want to display link list else the editor needs to point to **RelatedLinkCategory** posting to display related links. Only 1 link can be added. **NOTE**: The items in the category cannot be hand picked.
News Module	Enter the text for the latest news to be displayed. Enter links to display more news. Press releases can also be displayed along with subscribed news.
Stock Ticker	Displays the stock information. Automatically, linked to stock information data feed. Header is mandatory if stock information is entered.

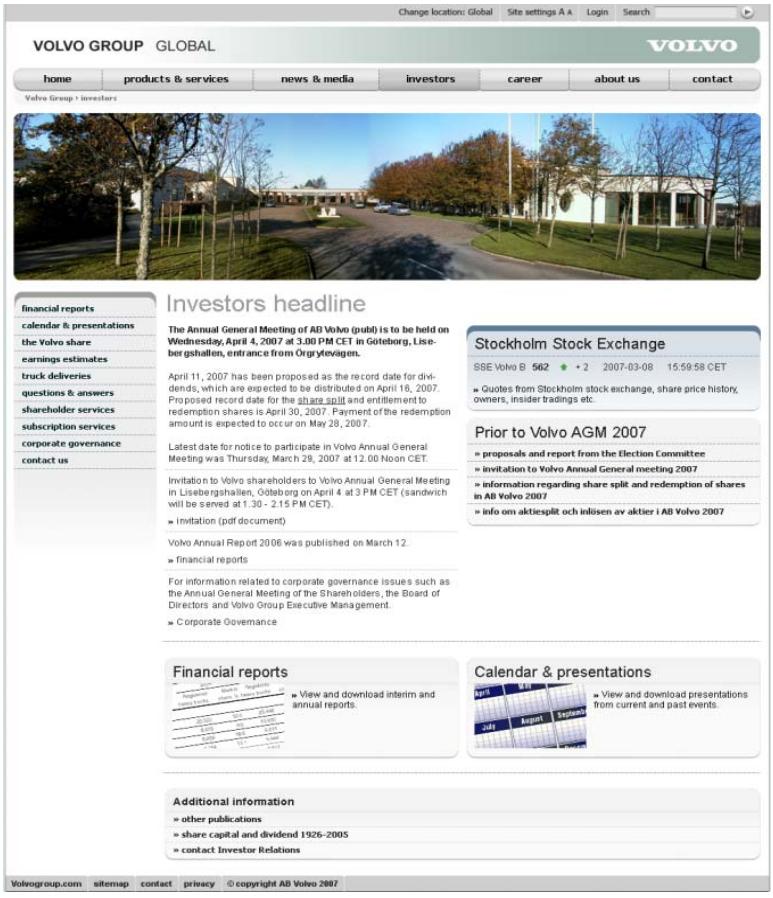


Figure 87: NewsAndInvestorsLanding Page

7.1.4.3 ProductGuide

This posting is created to list all the products used in each BA/BU. The **ProductGuide** posting enables quick access to the product information. The mouse-over panel offers an image, quick links and a short introduction text. The quick links lead to posting within the product presentation to enable easy access to different areas. All content shown in the presentation area is gathered from the **ProductGuideItem** template. As the page using the **ProductGuide** template is rendered, the system checks for any Product Items located in the same channel. The template will also contain banner/promo-areas that can be used for different soft-offers.

This posting can be used for presenting the products one level above the product family posting, (e.g. VTC trucks). It can also be used for presenting product categories (e.g. VCE and VBC product categories).

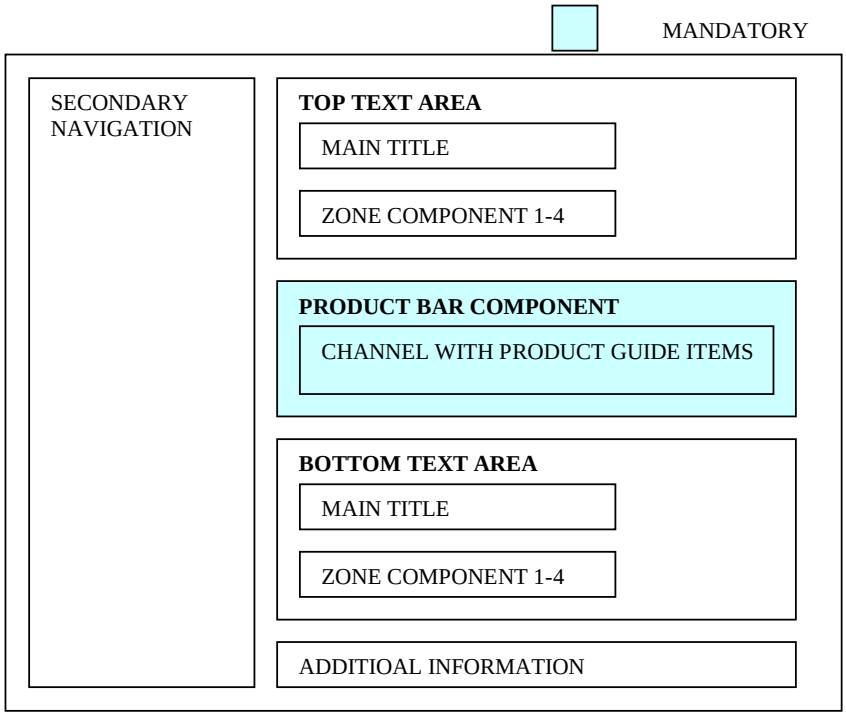


Figure 88: ProductGuide

Module	Placeholder	Description
Secondary Navigation		Displays the secondary navigation of the channel
Top Text Area		The introductory text area will be displayed above the Product Bar component.
	Main Title	Display Title above the product bar
	Zone Component 1-4	Select **Text Component** or **Promo** from the dropdown list depending or whether you want to display body text or *Banner/Promo* on the posting.

Module	Placeholder	Description
Product Bar Component		The product bar holds product items. The items have a panel connected to the images. The bar holds images and text (products/categories), minimum 1 maximum 5 per row.
	Channel with Product Items	The editor must link the text to the channel where the postings of type **ProductGuideItem** are located.
Bottom Text Area		The text area will be displayed below the Product Bar component.
	Main Title	Display Title below the product bar
	Zone Component 1-4	Select **Text Component** or **Promo** from the dropdown list depending or whether you want to display body text or *Banner/Promo* on the posting.
Additional Information		The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type

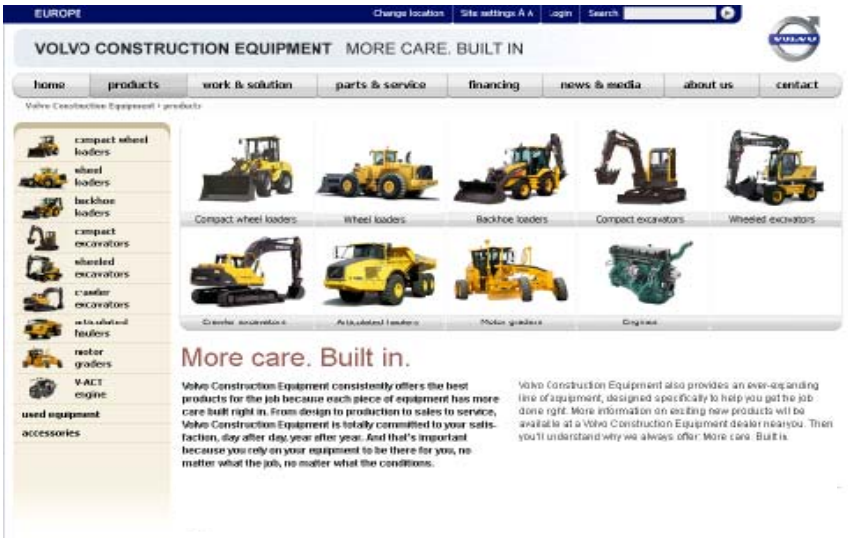
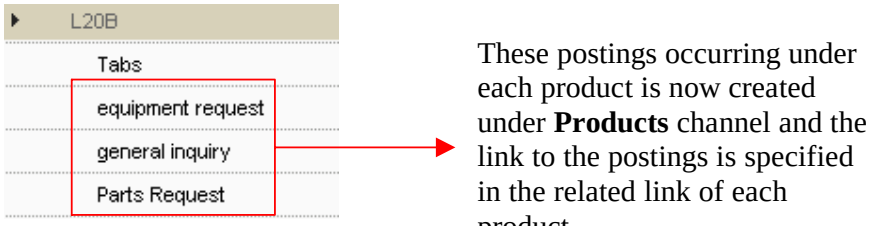


Figure 89: ProductGuide

NOTE

To reduce the usage of postings, VCE has implemented the idea of creating the postings **Equipment Request**, **Parts Request** and **General Query** under **ProductGuide** posting at family level instead of creating it under each **ProductPage** posting. The links to these postings are passed through a query string that is specified on Related links module (Right hand links) of each **ProductPage** posting.

For example the link on the related link module from L20 **ProductPage** posting that links to **Equipment Request** posting under **ProductGuide** posting is appended with following query string:-?ContactUsroduct+Family=compact+wheel+loaders&ContactUsroduct=L20B
Similarly depending on the product you are, you will have to update the query string.



These postings occurring under each product is now created under **Products** channel and the link to the postings is specified in the related link of each product.

Figure 90: ProductGuide1

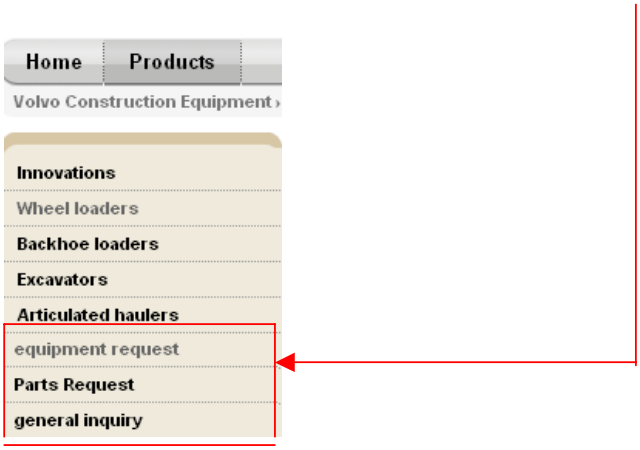


Figure 91: ProductGuide2

7.1.4.4 ProductGuideItem

This posting holds all the product model/product category information that is displayed on the **BusinessAreaHome** and the **ProductGuide**. This is a backend template created as a sub channel of the ProductGuide page. This posting can be created anywhere within the Product family posting but make sure you check Hide when published when you create this posting.

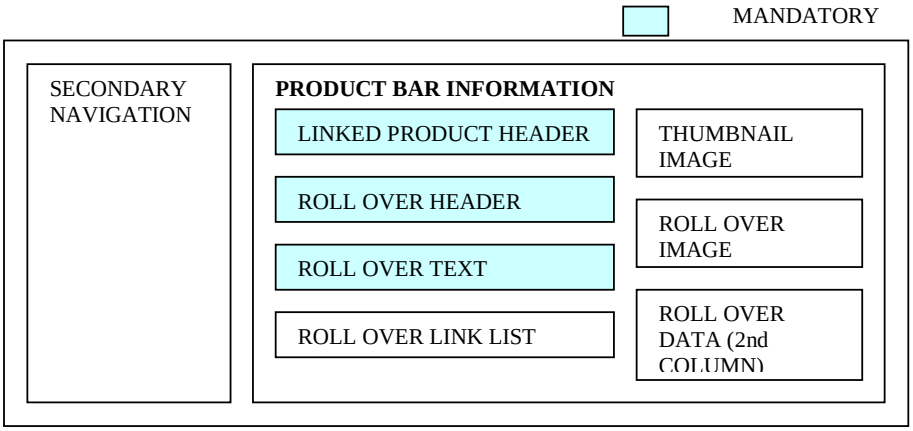


Figure 92: ProductGuideItem

Placeholders	Description
Secondary Navigation	Displays the secondary navigation of the channel
Linked Product Header	Enter a text with the Product name and link it to the Product's family posting. This header will display below the thumbnail.
Roll Over Header	Displays the heading of the product rendered
Roll Over Text	Displays text of the product rendered
Roll Over Link List	Set URL to a product/category page
Thumbnail Image	The image in this placeholder will be displayed on the Product Bar of the **ProductGuide** posting when the product is rendered.
Roll Over Image	Image inserted in this placeholder will display as a roll over image when the product is rendered
Roll Over Data (2nd Column)	The information entered in this placeholder will be displayed in the 2nd column. Links cannot be inserted. The Product Item is available in two sizes; one regular (seen on figure 1 below) and one wide (figure 3). The editor should be able to choose the size of the fly-out panel. Default is regular.

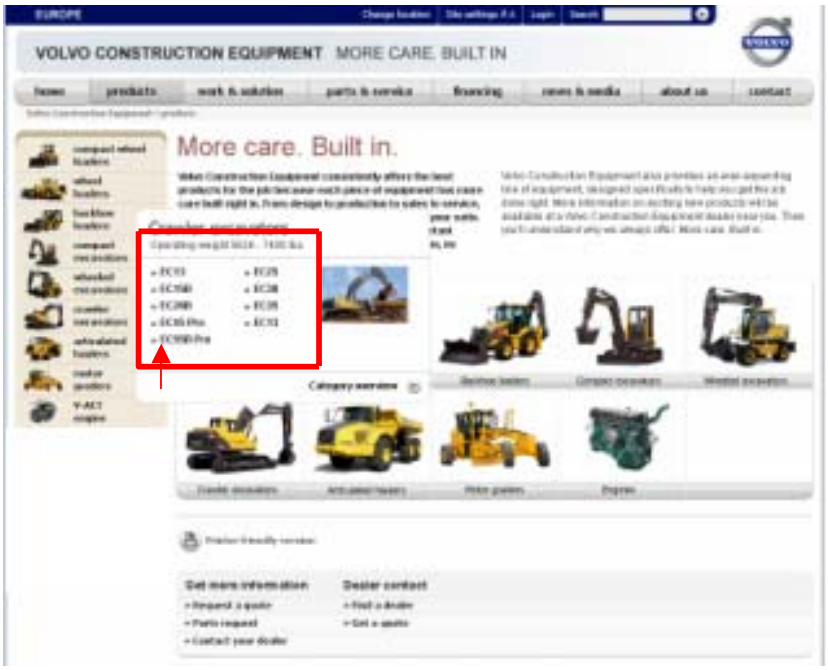


Figure 93: ProductGuideItem Page (Regular)

VOLVO CONSTRUCTION EQUIPMENT MORE CARE. BUILT IN
BUILT ON EXPERIENCE
Volvo put the first graders on the road in 1875
MOTOR GRADERS
Crawler excavators
Recent updates
News & Press releases
The world of Volvo CE

Figure 94: ProductGuideItem (Wide Fly Out Panel)

7.1.5 Library Templates

This template offers the visitor various information and activities, e.g. news, Q & A, downloadable items.

Metadata **Management**

- The three filter categories by which **ActivityItem** postings can be filtered are subject, country and business area.
- These filters appear as drop down lists on the side of the **ActivityList** template, and this can be assigned to each **ActivityItem** using the multi select list boxes of the **ActivityItem** templates.

7.1.5.1 FAQList

This template (FAQ-Frequently Asked Questions) is a template which automatically displays the list of queries listed in FAQListItem posting.

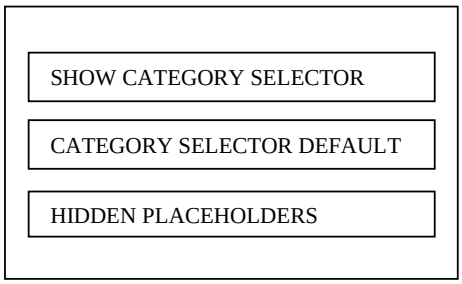


Figure 95: FAQList

Placeholders	Description
Show Category Selector	To display the questions depending on the category title select the checkbox.
Category Selector Default	Enter the default text for the category selector drop-down.
Hidden Placeholders	An editor can fill out contents in this placeholder in order to display information in promo boxes on other pages.

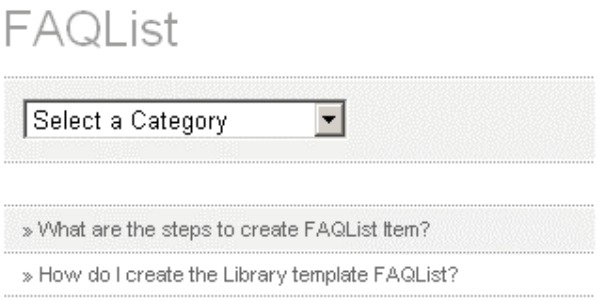


Figure 96: FAQList Page

7.1.5.2 FAQListItem

This template is used to add items into the **FAQList** page. Frequently asked questions (FAQ's) along with answers will appear in this template when the visitor clicks an item on the **FAQList** page.

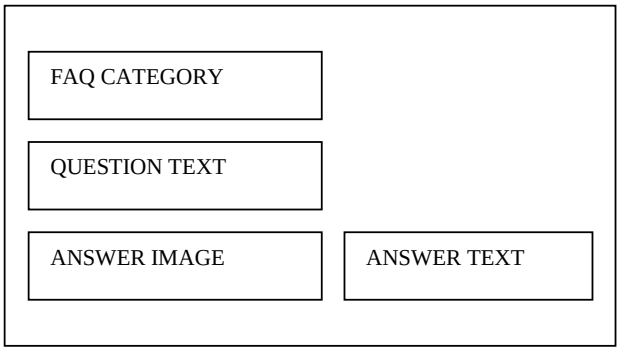


Figure 97: FAQItem

Placeholders	Description
FAQ Category	Displays the category of the FAQ. Categorize the questions by selecting a category from the drop-down menu.
Question Text	Displays a question. It can also include hyperlinks.
Answer Image	Displays the answer image.
Answer Text	Displays the answer. It can also include hyperlinks.

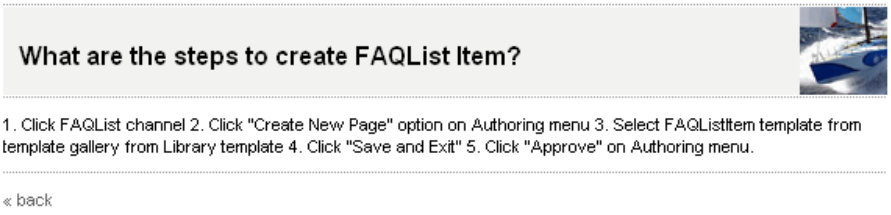

What are the steps to create FAQList Item?
1. Click FAQList channel 2. Click "Create New Page" option on Authoring menu 3. Select FAQListItem template from template gallery from Library template 4. Click "Save and Exit" 5. Click "Approve" on Authoring menu.
« back

Figure 98: FAQListItem Page

7.1.5.3 Gallery

This template presents a collection of images of a specific product, product family or another subject e.g. environment. It is added as a sub chapter to a main chapter. This template lists all the gallery items in the same channel. The Gallery page should have a larger content area for bigger images also have larger thumbnails displayed. It should also be possible to download the images, e.g. screensavers, mobile backgrounds, high-resolution images etc.

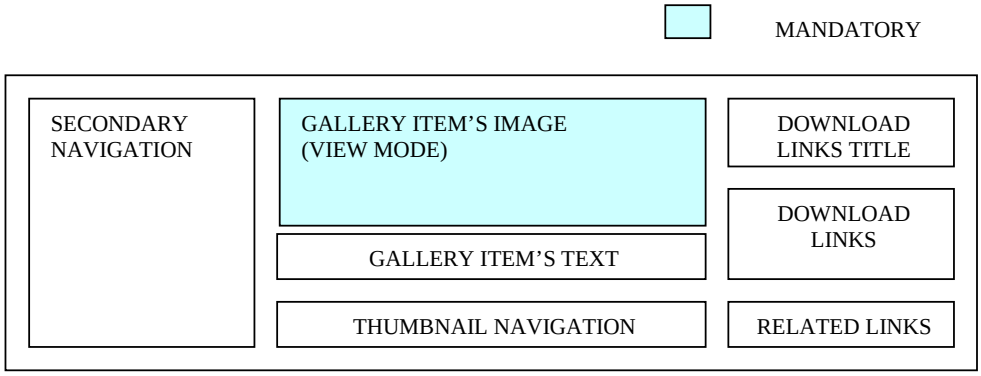


Figure 99: Gallery

Placeholders	Description
Secondary Navigation	Displays the secondary navigation of the channel
Gallery Item's Image	By default displays the first image of the thumbnail image
Gallery Item's Text	Displays text. The area for presentation text is displayed under the image.
Thumbnail Navigation	The area for thumbnails is fixed horizontally. When there are more than six thumbnails, scrolling arrows appear.
Download Links Title	Displays the title for the links. This is retrieved from the **GalleryItem** template.
Download Links	The area for download links and other modules is fixed horizontally, but can grow down. The download area (with links specified in the gallery item) will always be on top. The downloads area holds the links added to the gallery item
Related Links	The related link area can hold related links.Enter the title for the related links module. The editor needs to point to **RelatedLinkCategory** posting. Only 1 link can be added. This is retrieved from the **GalleryItem** template. **NOTE**: the items in the category cannot be hand picked.

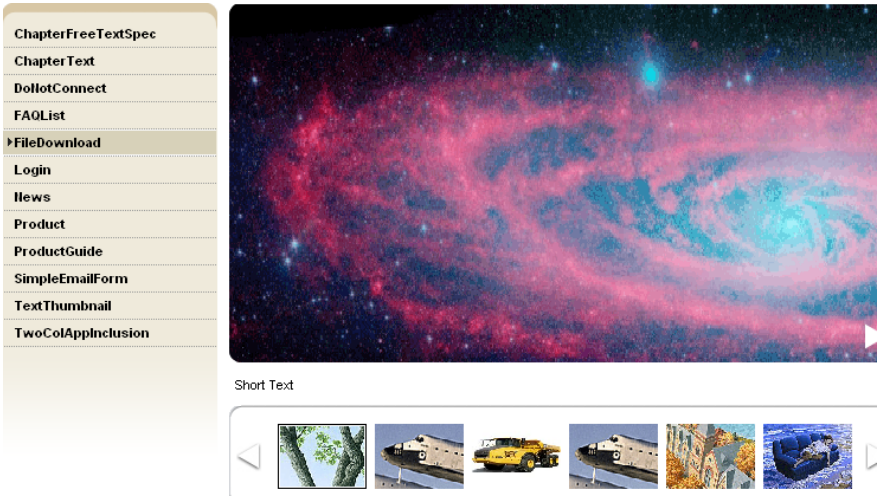


Figure 100: Gallery Page

7.1.5.4 GalleryItem

The **GalleryItem** template is used to add gallery items into the **Gallery** page.

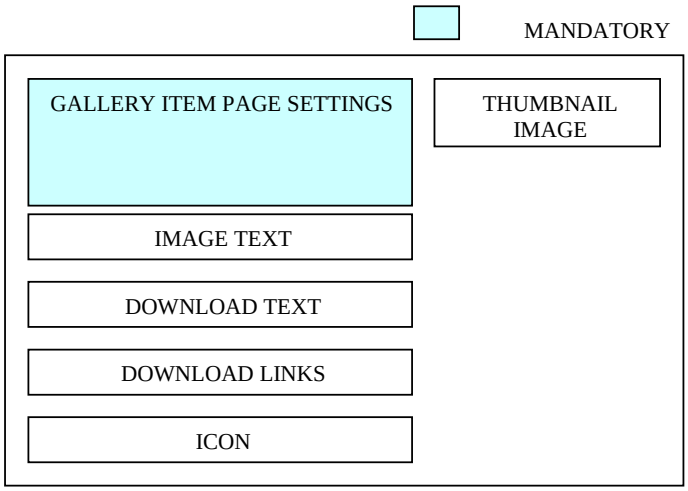


Figure 101: GalleryItem

Placeholders	Description
Gallery Item Page Settings	It is only possible to add an image.
Image Text	Displays the text for the main image.
Thumbnail Image	Images that are to be displayed on the Gallery posting are inserted here.
Download Links	Lists Volvo.Com documents that are downloaded from SharePoint. You can also add attachments as well as add hyperlinks here.
Icon	Used for downloads of screensaves, mobile backgrouns etc.

Figure 102: GalleryItem Page

7.1.6 Presentation Templates

These templates are used to display any type of information on a more detailed level. They enable page navigation.

7.1.6.1 GeneralContent

The **GeneralContent** template serves as a main content page and could be used for displaying almost any type of information within a site. The template can manage images, flash, heading, subheadings, text, promo boxes, etc. As the utilization area is so broad, the template could be used almost everywhere in the structure below the first level (homepage).

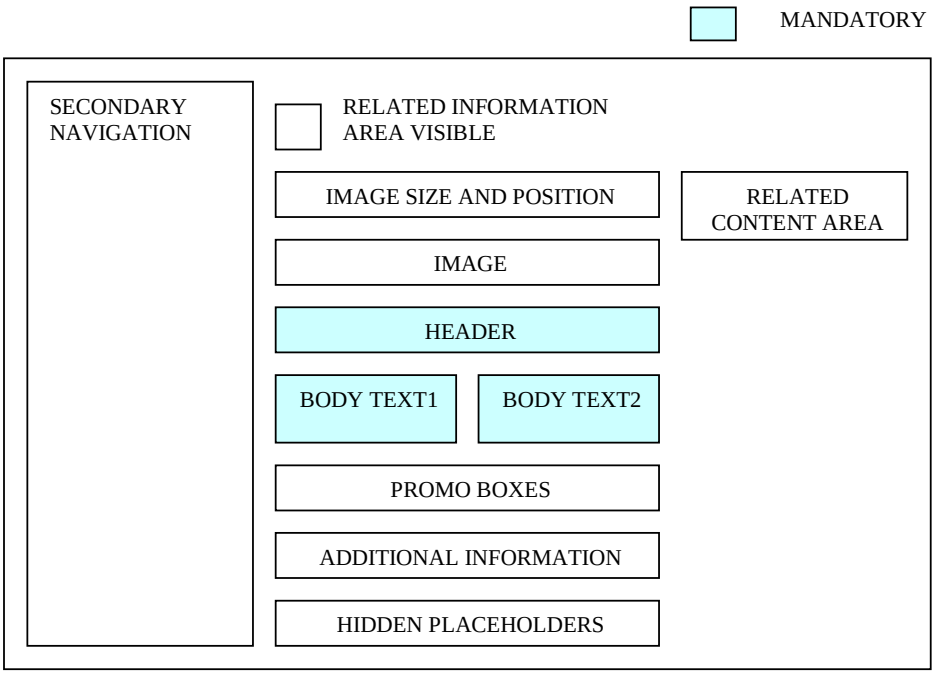


Figure 103: GeneralContent Template

Placeholders	Description
Secondary Navigation	Displays the secondary navigation of the channel
Related Information Area Visible	Check this checkbox to view the related link area
Image Size and Position	Select any one option from the drop down menu to portray the template accordingly
Image	Displays image in one or two column width depending on the layout chosen. **NOTE:** There is only one image placeholder, and the image connected to the placeholder will be resized according to the selected template design. To avoid scaling from small to large image and loss of image quality, make sure the image size is the correct one, as detailed above the template placeholder.

Placeholders	Description
Body Text1 and 2	Displays a detailed description of the page
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type
Promo Boxes	Define the layout how the promos should be displayed from the drop down menu. Insert the link where the link links to external promo postings and or internal postings with hidden placeholders. **NOTE**: Using this placeholder you can also link to banners
Related Content Area	The related content area can hold related content modules, e.g. related links or application inclusion.Enter the title for the related links module. If the editor adds a link list to this module, the title must be set by the editor. If the editor selects to have a related link module the editor needs to point to **RelatedLinkCategory** posting. When the editor selects to have a related links module they can only add 1 link per module and the items in the category cannot be hand picked. **NOTE**: Upto 3 related link modules can be displayed on the posting
Hidden Placeholder	An Editor can fill out contents in this placeholder in order to display information in promo boxes on other pages

Promo Boxes

The promo box is populated by the editor selecting page promos (pages with hidden promo placeholders) or existing external promos.

The **GeneralContent** template consist of the promo boxes having the following

layouts –

- Promos in two columns
- Promos in the first column
- Promos in the second column

Customer case
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Morbi commodo, ipsum sed pharetra sit amet con lorem.
Watch video
Virtual walk-around
The L220E interactive demonstration allows you to view our entire product line in an informative and interactive demonstration.
Interactive demonstration

Figure 104: Promo Boxes

The **GeneralContent** template can be displayed in the following layouts depending on layouts you choose from the **Image Size and Position** drop down menu -

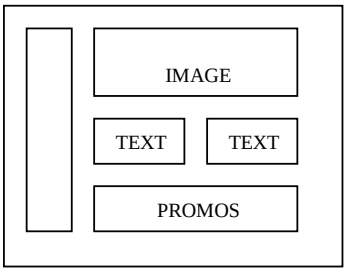


Figure 105: TWO COLUMNS WIDE ON TOP

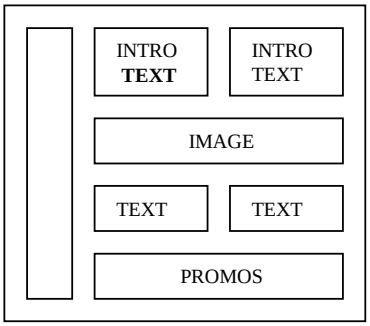


Figure 106: TWO COLUMNS WIDE BELOW INTRO TEXT

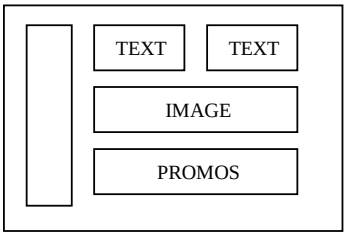


Figure 107: TWO COLUMNS WIDE IN THE BOTTOM

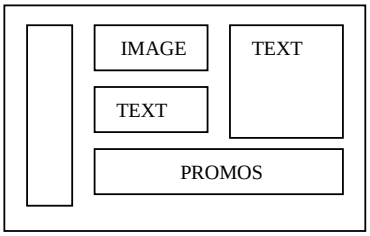


Figure 108: ONE COLUMN WIDE IN THE FIRST COLUMN

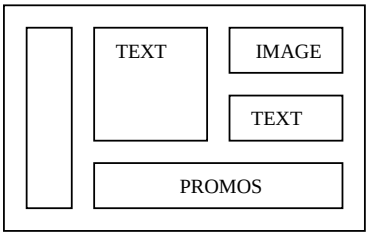
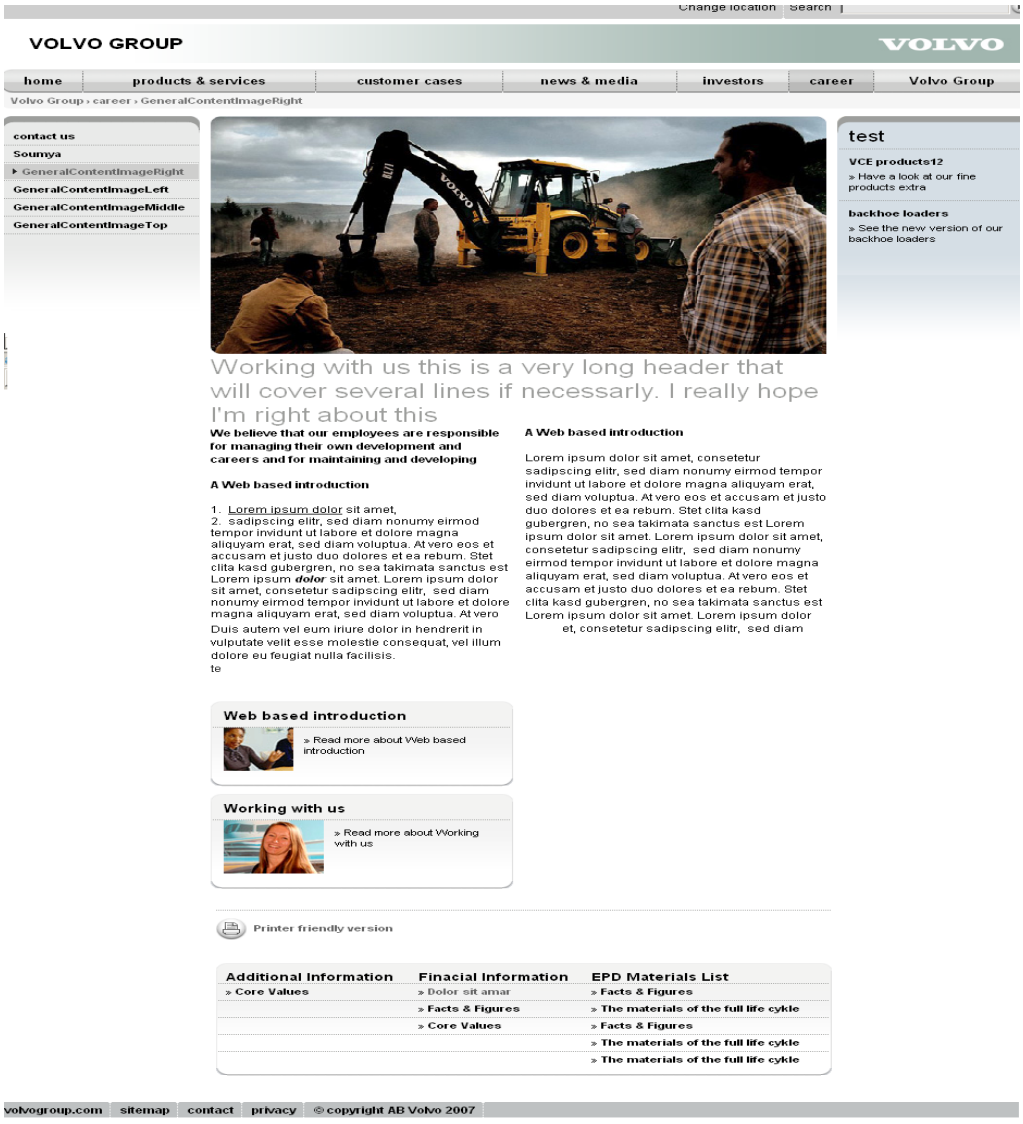


Figure 109: ONE COLUMN WIDE IN SECOND COLUMN


Change location
Search
VOLVO GROUP
VOLVO
home
products & services
customer cases
news & media
investors
career
Volvo Group
Volvo Group › career › GeneralContentImageRight
contact us
Soumya
GeneralContentImageRight
GeneralContentImageLeft
GeneralContentImageMiddle
GeneralContentImageTop
test
VCE products12
» Have a look at our fine products extra
backhoe loaders
» See the new version of our backhoe loaders
Working with us this is a very long header that will cover several lines if necessarly. I really hope I'm right about this
We believe that our employees are responsible for managing their own development and careers and for maintaining and developing
A Web based introduction
1. Lorem ipsum dolor sit amet,
2. sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis.
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A Web based introduction
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor et, consetetur sadipscing elitr, sed diam
Web based introduction
» Read more about Web based introduction
Working with us
» Read more about Working with us
Printer friendly version
Additional Information
» Core Values
Finacial Information
» Dolor sit amar
» Facts & Figures
» Core Values
EPD Materials List
» Facts & Figures
» The materials of the full life cykle
» Facts & Figures
» The materials of the full life cykle
» The materials of the full life cykle
volvogroup.com
sitemap
contact
privacy
© copyright AB Volvo 2007

Figure 110: GeneralContent Page

7.1.6.2 Product

The **Product** is used to present the products to the costumers, to give them the information they require about a selected product. The **Product** enables quick access to the product information. All the information displayed below the tab navigation including the Flash Image component points to the contents stored in **General Storage** template except for the **Hidden Placeholders** and the **Short Facts**.

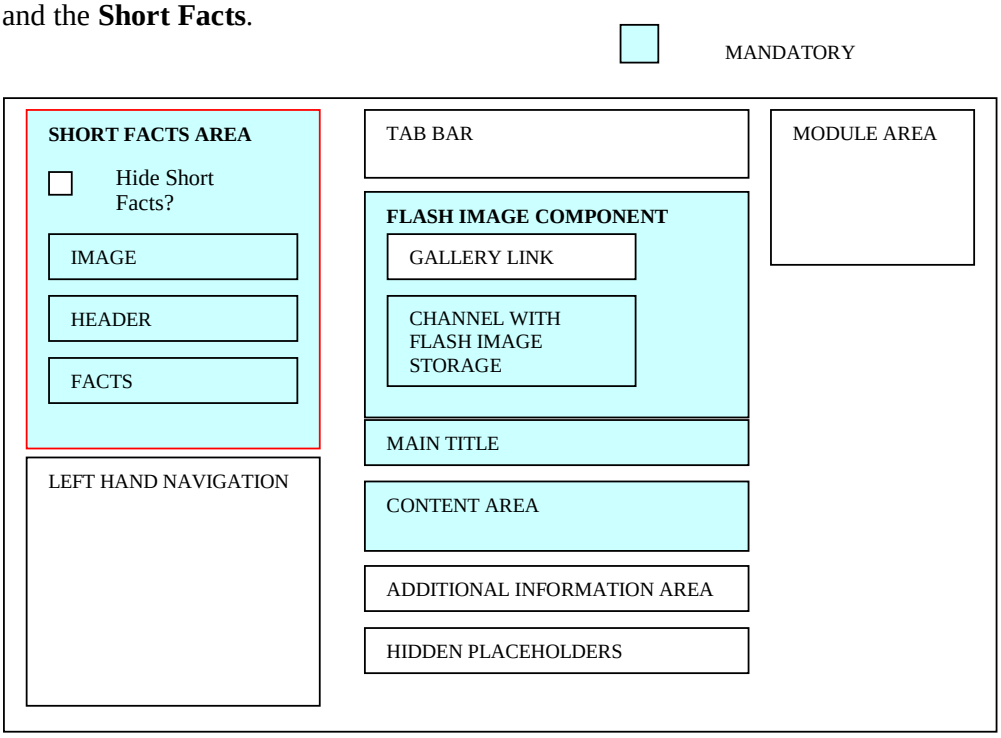

Figure 111: Product

Placeholders/ Module		Description
Short Facts Area		Displays the image of the product along with the facts related to it
	Hide Short Facts	Check the checkbox to hide short facts
	Image	Insert the image of the product that you wish to display
	Header	Displays a header above the short facts
	Facts	Displays the facts related to the product
Flash Image Component		Holds up to 6 images/flash movies if more are added the images are not presented well. The Flash image component will change when the user clicks on a tab.
	Channel with Flash Image Storage	Linking to flash image component is done on the general storage template. This will display up to 6 images/flash movies on thumbnail bar. The link points to **GeneralStorage** postings of the type **FlashImageStorage.**

Module/Place holders		Description
	Gallery Link	Displays a link to the left in the thumbnail bar. The text must be linked to the **Gallery** posting.
Main Title		Displays the header for the page
Tab Bar		The tab points to postings created within the **Tabs** channel.
Content Area		Displays detailed description of the product in one or two columns when you click each tab on the tab navigation. It's possible to add promos in this area.
Additional Information Area		Provide link to the posting where the additional information link list is stored
Module Area		Displays the module header. The editor can select to show an application inclusion or an image.
Hidden Placeholders		An Editor can fill out contents in this placeholder in order to display information in promo boxes on other pages

Short Facts Area

The area for product name and short facts has a fixed width horizontally, but can grow down. It pushes the left-hand navigation down. When a tab is clicked on in the tab navigation, this area remains the same.

NOTE There is no maximum limit for length of text, but the short facts area should not grow longer than the image area

Figure 112: ShortFacts Area

Hide Short Facts: To hide the Short Facts area, click the checkbox. Once checked the short facts will not be visible in Volvo.com templates and DSB connected templates. Short facts area will always be visible when editing the posting.

Tab Bar

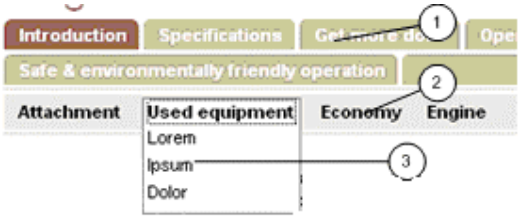

Figure 113: Tab Navigation Bar

NOTE

To show tabs on the **Product** posting the editor should create a channel called **Tabs** in the same structure where the **Product** is located.
When setting up navigation for second and third level the created tab needs to be a channel and then the editor should create postings in that channel.

Tabs can be created using the following templates:-

1. Table
2. GeneralStorage
3. GeneralContent
4. ApplicationInclusion

NOTE

When creating a tab using **GeneralStorage** postings select the type **ProductPageTab** (name the display name of the posting with the tab names)

Follow the same process for the number of tabs you wish to display on the **Product** posting. Refer *Working on Tabs* for more information.

NOTE

If tabs are created using **GeneralStorage** posting edit the contents of each tab, on product page posting by clicking **(edit tab)** text visible above the content area.

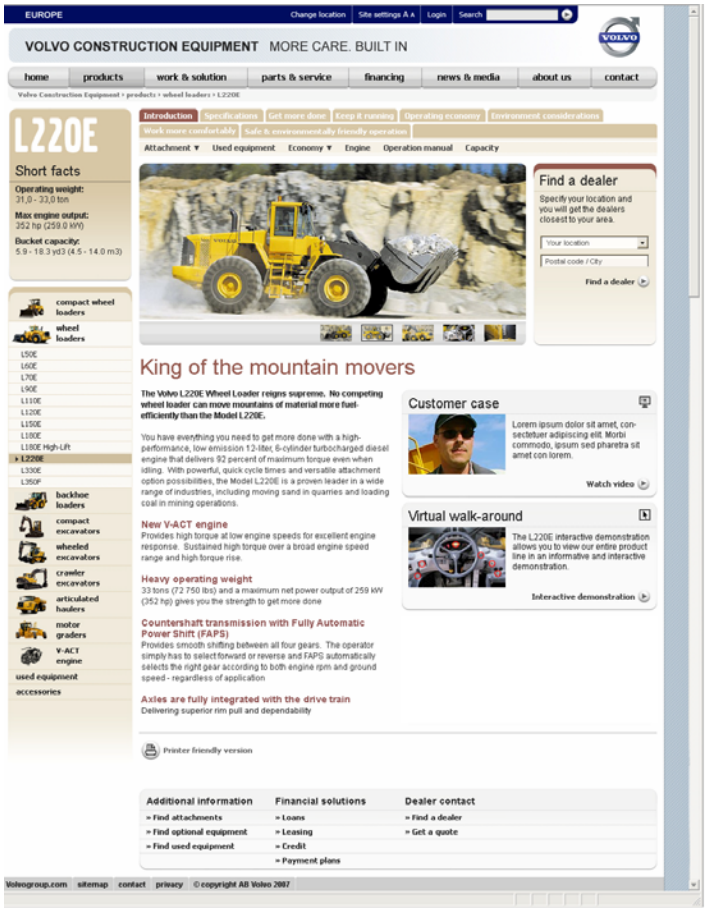
EUROPE
VOLVO CONSTRUCTION EQUIPMENT MORE CARE. BUILT IN
home
products
work & solution
parts & service
financing
news & media
about us
contact
L220E
Short facts
Operating weight:
31,0 - 33,0 ton
Max engine output:
352 hp (259.0 kW)
Bucket capacity:
5.9 - 18.3 yd3 (4.5 - 14.0 m3)
Introduction
Specifications
Get more done
Keep it running
Operating economy
Environment considerations
Work more comfortably
Safe & environmentally friendly operation
Attachment
Used equipment
Economy
Engine
Operation manual
Capacity
Find a dealer
Specify your location and you will get the dealers closest to your area.
Your location
Postal code / City
Find a dealer
compact wheel loaders
wheel loaders
L50E
L60E
L70E
L90E
L110E
L120E
L150E
L180E
L180E High-Lift
L220E
L330E
L350F
backhoe loaders
compact excavators
wheeled excavators
crawler excavators
articulated haulers
motor graders
V-ACT engine
used equipment
accessories
King of the mountain movers
The Volvo L220E Wheel Loader reigns supreme. No competing wheel loader can move mountains of material more fuel-efficiently than the Model L220E.
You have everything you need to get more done with a high-performance, low emission 12-liter, 6-cylinder turbocharged diesel engine that delivers 92 percent of maximum torque even when idling. With powerful, quick cycle times and versatile attachment option possibilities, the Model L220E is a proven leader in a wide range of industries, including moving sand in quarries and loading coal in mining operations.
New V-ACT engine
Provides high torque at low engine speeds for excellent engine response. Sustained high torque over a broad engine speed range and high torque rise.
Heavy operating weight
33 tons (72 750 lbs) and a maximum net power output of 259 kW (352 hp) gives you the strength to get more done
Countershaft transmission with Fully Automatic Power Shift (FAPS)
Provides smooth shifting between all four gears. The operator simply has to select forward or reverse and FAPS automatically selects the right gear according to both engine rpm and ground speed - regardless of application
Axles are fully integrated with the drive train
Delivering superior rim pull and dependability
Customer case
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Morbi commodo, ipsum sed pharetra sit amet con lorem.
Watch video
Virtual walk-around
The L220E interactive demonstration allows you to view our entire product line in an informative and interactive demonstration.
Interactive demonstration
Printer friendly version
Additional information
» Find attachments
» Find optional equipment
» Find used equipment
Financial solutions
» Loans
» Leasing
» Credit
» Payment plans
Dealer contact
» Find a dealer
» Get a quote
Volvogroup.com
sitemap
contact
privacy
© copyright AB Volvo 2007

Figure 114: Product Page

7.1.6.3 ProductFamily (*Developed for Penta*)

This template is used to create the family level page for the product.The posting must appear one level higher than the **ProductPage** channel.

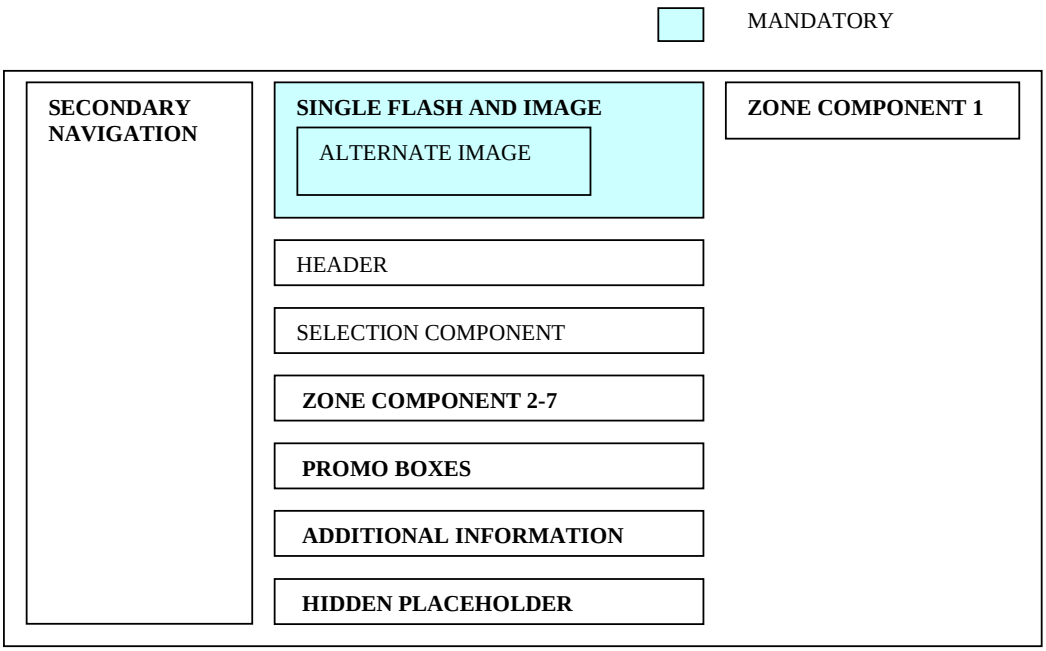

Figure 115: ProductFamily

Placeholders	Description
Secondary Navigation	Displays the secondary navigation of the channel
Single Flash and Image Module	Insert either a flash movie or an image from the resource gallery
Zone Component 1	Selct Image/Application Inclusion depending on the module you want to display.
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type
Promo Boxes	The promo boxes should give the user a short introduction to the content on the destination page. Define the layout how the promos should be displayed from the drop down menu. Insert the link where the link links to external promo postings and or internal postings with hidden placeholders. **NOTE**: Using this placeholder you can also link to banners.

Placeholders	Description
Header	Display the title for the page
Zone Component 2-7	Selct Text Component/Promo depending on whether you wish to display text or Promo/banner in each component.
Hidden Placeholder	An editor can fill out contents in this placeholder in order to display information in promo boxes on other pages.

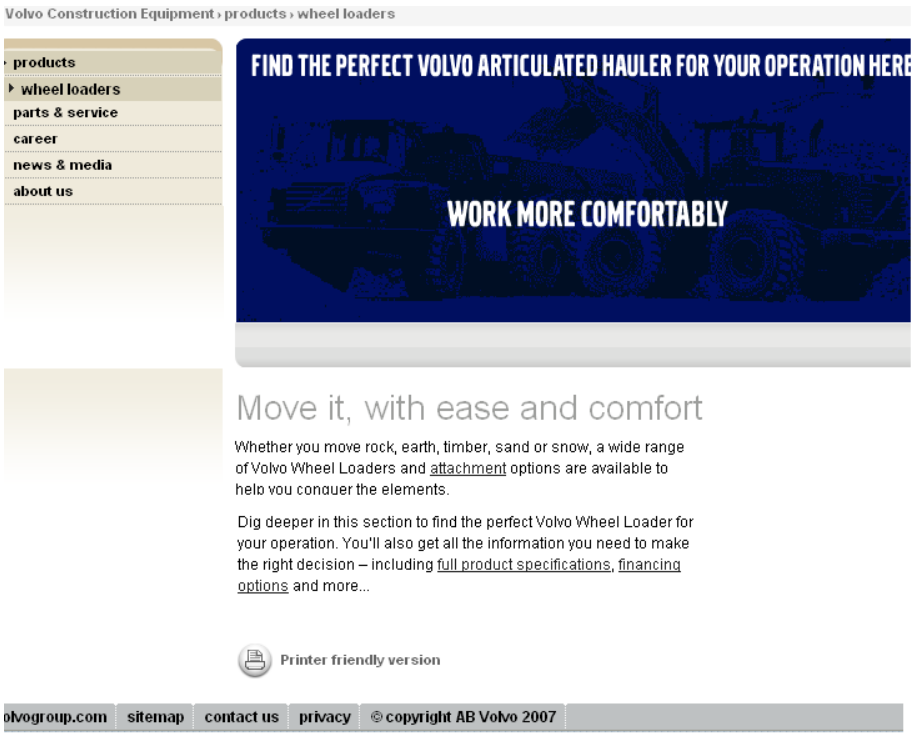
Volvo Construction Equipment › products › wheel loaders
products
wheel loaders
parts & service
career
news & media
about us
FIND THE PERFECT VOLVO ARTICULATED HAULER FOR YOUR OPERATION HERE
WORK MORE COMFORTABLY
Move it, with ease and comfort
Whether you move rock, earth, timber, sand or snow, a wide range of Volvo Wheel Loaders and attachment options are available to help you conquer the elements.
Dig deeper in this section to find the perfect Volvo Wheel Loader for your operation. You'll also get all the information you need to make the right decision – including full product specifications, financing options and more...
Printer friendly version
olvogroup.com
sitemap
contact us
privacy
© copyright AB Volvo 2007

Figure 116: ProductFamily

7.1.6.4 Table

This template apart from displaying common content as text, images and headers can display -

- Tables with documents: those created and kept in the Sharepoint and Resource Gallery and those created with the document module.
- Tables: those whose content is automatically generated and based on pages further down in the structure and those created in this template.

This template is used to create and display a table, possible to use for basically anything that requires table format.

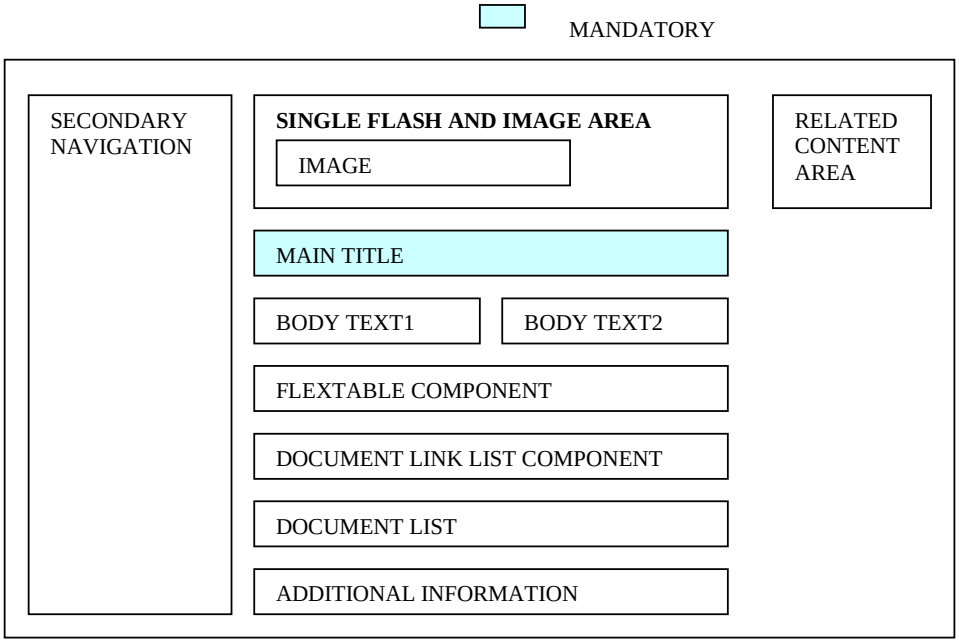

Figure 117: TableStorage

Placeholders	Description
Single Flash and Image Area	Insert either a flash movie or an image from the resource gallery
Secondary Navigation	Displays the secondary navigation of the channel
Related Content Area	The related content area can hold related content modules, e.g. related links, link list and application inclusion. Enter the title for the related links module. If the editor adds a link list to this module, the title must be set by the editor and the link should link to the destination posting which the editor wants to present. If the editor selects to have a related link module the editor needs to point to **RelatedLinkCategory** posting. When the editor selects to have a related links module they can only add 1 link per module. **NOTE**: The items in the category cannot be hand picked.
Header	Displays the title for the page

Placeholders	Description
Body Text 1 and 2	Displays a detailed description of the page. In the area the editor could add intro text, sub headers, and body text.
FlexTable Component	Displays a table according to the preferences given by the editor
Document List Title	Displays the title for the Document List component
Document List	Lists the documents that are linked to SharePoint and Resource Gallery
Additional Information	The link provided here need to point to the **GeneralStorage** template using **AdditionalInformationLinkList** as the type

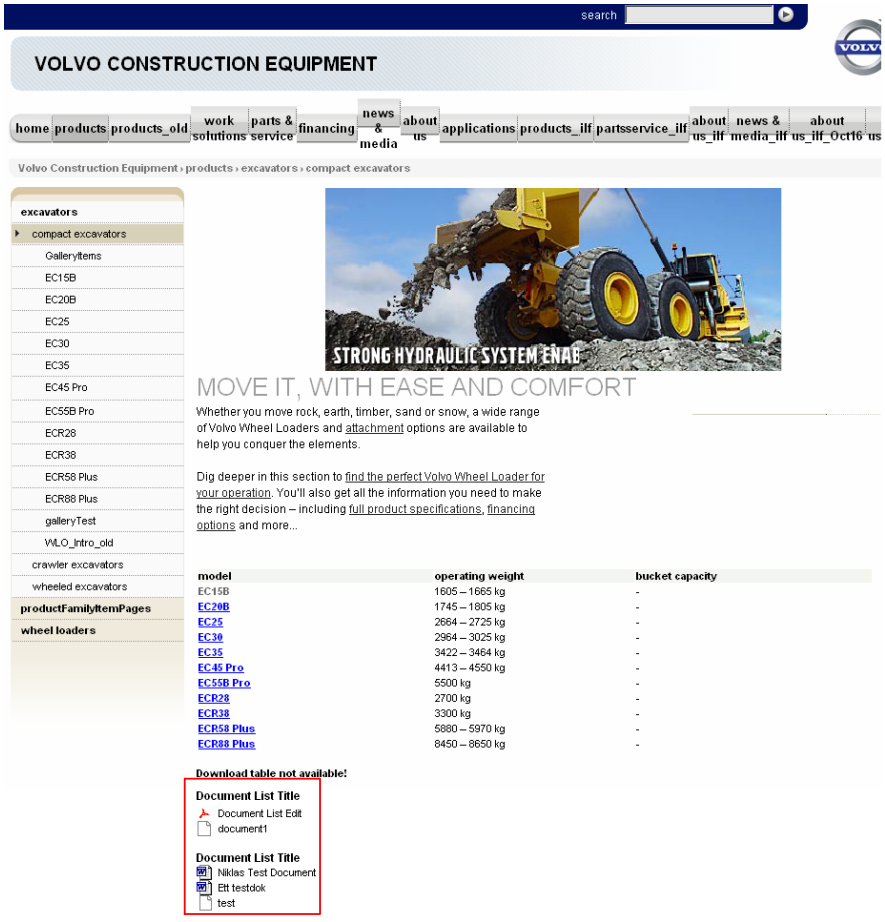
search
VOLVO CONSTRUCTION EQUIPMENT
home products products_old work solutions parts & service financing news & media about us applications products_ilf partsservice_ilf about us_ilf news & media_ilf about us_ilf_Oct16 us
Volvo Construction Equipment › products › excavators › compact excavators
excavators
compact excavators
GalleryItems
EC15B
EC20B
EC25
EC30
EC35
EC45 Pro
EC55B Pro
ECR28
ECR38
ECR58 Plus
ECR88 Plus
galleryTest
WLO_Intro_old
crawler excavators
wheeled excavators
productFamilyItemPages
wheel loaders
STRONG HYDRAULIC SYSTEM ENAB
MOVE IT, WITH EASE AND COMFORT
Whether you move rock, earth, timber, sand or snow, a wide range of Volvo Wheel Loaders and attachment options are available to help you conquer the elements.
Dig deeper in this section to find the perfect Volvo Wheel Loader for your operation. You'll also get all the information you need to make the right decision – including full product specifications, financing options and more...
model
operating weight
bucket capacity
EC15B 1605 – 1665 kg -
EC20B 1745 – 1805 kg -
EC25 2664 – 2725 kg -
EC30 2964 – 3025 kg -
EC35 3422 – 3464 kg -
EC45 Pro 4413 – 4550 kg -
EC55B Pro 5500 kg -
ECR28 2700 kg -
ECR38 3300 kg -
ECR58 Plus 5880 – 5970 kg -
ECR88 Plus 8450 – 8650 kg -
Download table not available!
Document List Title
Document List Edit
document1
Document List Title
Niklas Test Document
Ett testdok
test

Figure 118: Table Page

7.2 Utility Template

Utility templates (such as common text) exist under the **applications** channel. Editors do not create these templates. In some cases editors edit them.

7.2.1 Common Text

This template contains placeholders for the texts that are common to the site, for e.g., site header and contact information texts.

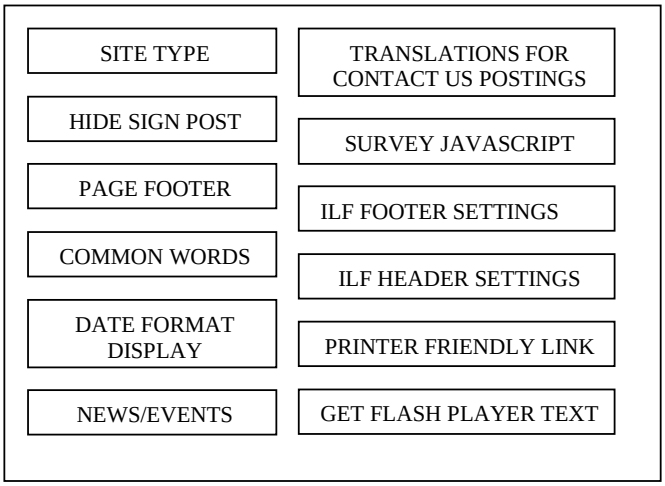

Figure 119: Common Text

Placeholders	Description
Site Type	This decides how the look of the site will be.
Hide Sign Post	This option is only available on Volvo Group sites, because Volvo Group sites should not have a business area name displayed to the right of the Volvo logo in the top navigation.
Page Footer	Enter contents for the page footer.
Common Words	Enter the common words that are displayed on all pages.
ILF Footer Settings	Displays the footer text
Printer Friendly Link	Displays the printer link that will be displayed on all pages
Get Flash Player Text	Displayed when flash plugging is not installed
Date Format Display	Check the checkbox to select the date format.
Translations For Contact Us	Enter the contact details for the **ContactUs** posting.
Survey Javascript	This placeholder allows you to upload a javascript file for launching surveys on the site to be filled out by visitors.

Placeholders	Description
News/Events	Translates the headers for contact information, related links and document lists that you can add on each news and event item.
ILF Header Settings	Displays the header text

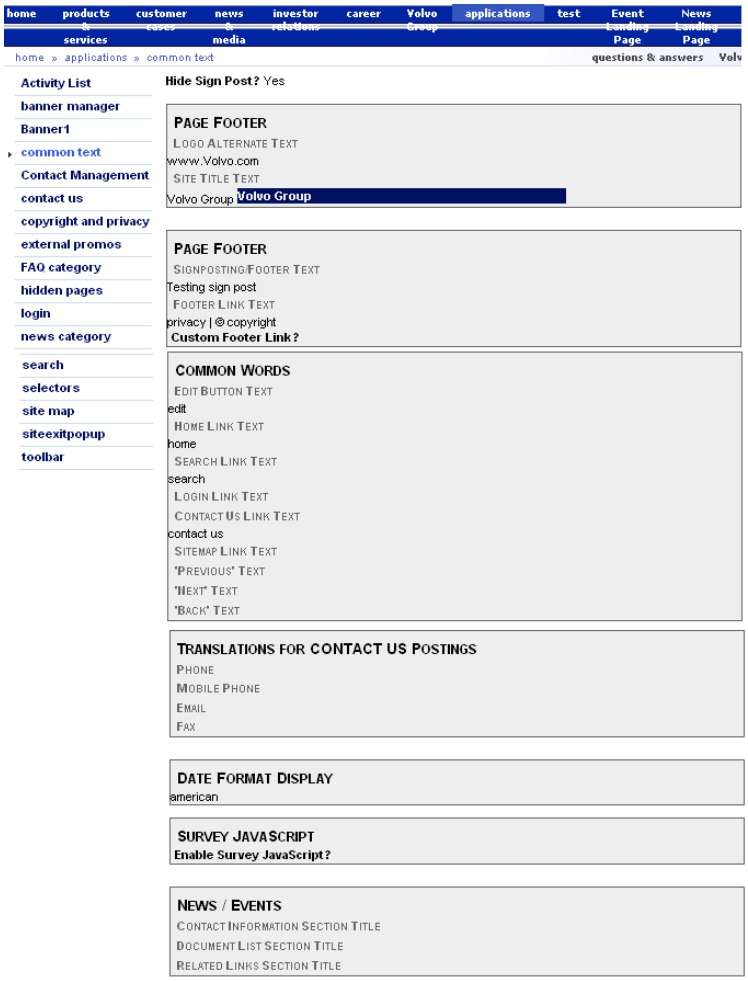

Figure 120: CommonText Page

7.2.2 Search

This template presents and lists all search result from the search field in the header. The user can also make a new search from the search page.

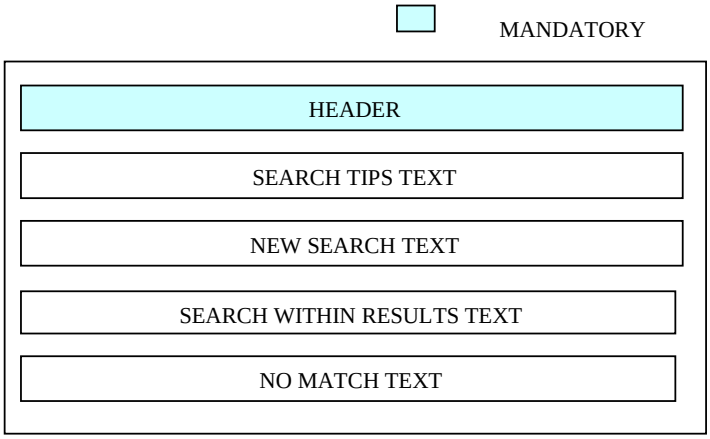

Figure 121: Search

Placeholders	Description
Header	Displays the heading for the page
Search Tips Text	Text to be displayed listing tips for better search results
New Search Text	Text to be displayed while making a new search
Search Within Results Text	Text to be displayed while searching within results
No Match Text	Text to be displayed when no match is found

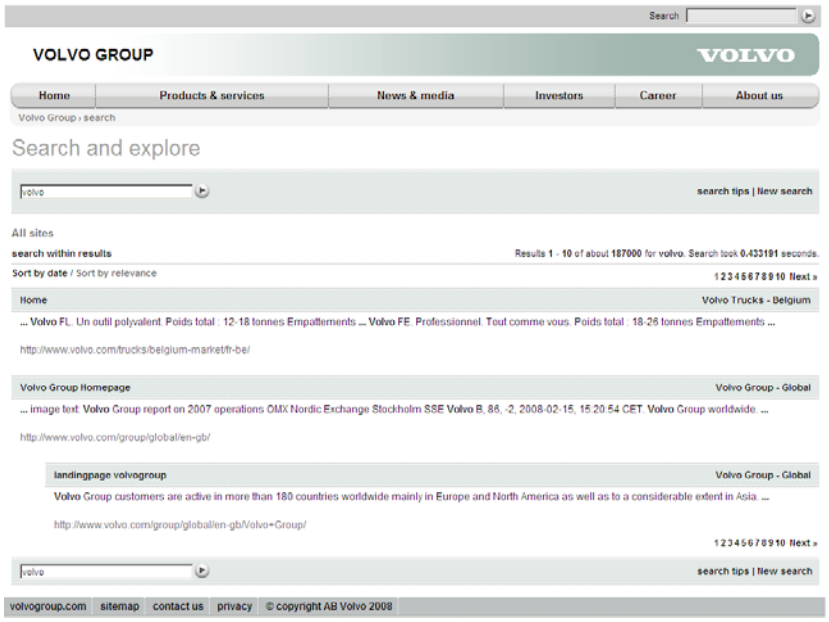
Search
VOLVO GROUP
VOLVO
Home
Products & services
News & media
Investors
Career
About us
Volvo Group › search
Search and explore
volvo
search tips | New search
All sites
search within results
Results 1 - 10 of about 187000 for volvo. Search took 0.433191 seconds.
Sort by date / Sort by relevance
1 2 3 4 5 6 7 8 9 10 Next »
Home
Volvo Trucks - Belgium
... Volvo FL. Un outil polyvalent. Poids total : 12-18 tonnes Empattements ... Volvo FE. Professionnel. Tout comme vous. Poids total : 18-26 tonnes Empattements ...
http://www.volvo.com/trucks/belgium-market/fr-be/
Volvo Group Homepage
Volvo Group - Global
... image text Volvo Group report on 2007 operations OMX Nordic Exchange Stockholm SSE Volvo B, 86, -2, 2008-02-15, 15:20:54 CET. Volvo Group worldwide. ...
http://www.volvo.com/group/global/en-gb/
landingpage volvogroup
Volvo Group - Global
Volvo Group customers are active in more than 180 countries worldwide mainly in Europe and North America as well as to a considerable extent in Asia. ...
http://www.volvo.com/group/global/en-gb/Volvo+Group/
1 2 3 4 5 6 7 8 9 10 Next »
volvo
search tips | New search
volvogroup.com
sitemap
contact us
privacy
© copyright AB Volvo 2008

Figure 122: Search

8 Tasks

8.1 Logging in to MCMS

Microsoft Content Management Server (MCMS) toolbar must be installed locally on the computer to gain full functionality of the application.
Logging process for a Volvocom:

1. Open Internet Explorer.
2. Type the URL of your site in the address box.
3. Replace the **www** with **admin** for users inside VCN and **extadmin** for users outside VCN.
4. Click on the login link at the lower right corner of your site.
5. You can also go to **http://admin.volvo.com** or **http://extadmin.volvo.com** that links to all MCMS sites available.
6. Click **Login to access your Volvo.com sites.**

Figure 123: Logging to MCMS (a)

7. On the Login page, type in:
   username: Your outlook user ID.
   password: Your outlook password.
   domain: VCN

NOTE For users with XU accounts outside VCN, domain should be XDS.

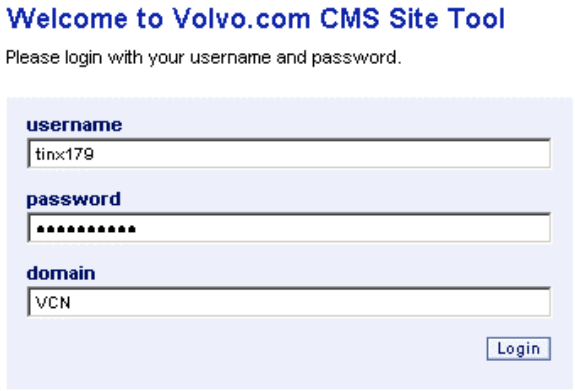

Figure 124: Login to MCMS (b)

8. Click **Login**.
9. A page will appear showing the Authoring menu and 3-links. Click on any of the links to view the regions associated with the link.

Figure 125: Logging to MCMS (c)

10. Click on any region where you want to work.
11. Click **Switch to Edit Site** on Authoring menu to expand it and find the options available.

8.2 Authoring Menu

The Authoring menu appears as a console.

NOTE The options available vary depending on user rights, or whether user is in live mode or edit mode, or whether a page exists in a channel or not.

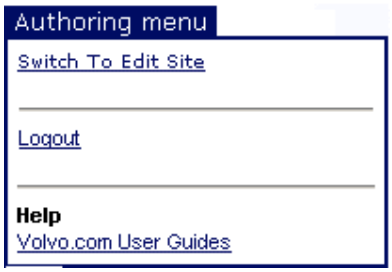

Figure 126: Authoring Menu

For example, an editor will have the option to approve while an author will not.

8.3 Working on Banners

We can upload created banners within the **applications** channel. This channel is visible in edit mode on **Primary** navigation.

Check if **banner manager** exists under **applications** channel. If not create a sub channel and name it **banner manager**. Check the check box **Hide when published**.

8.3.1 Banner without Image

1. Click **banner manager**.
2. Click **Create New Page** on the **Authoring** menu**.**
3. From the template gallery, click **BannerList** template from the **Banners and External Promotions** folder that is under **Applications** templates folder within **Volvo.Com**.
4. Enter details in placeholders of the template.
5. Click **Save and Exit** on the Authoring menu.
6. Approve the page.

8.3.2 Banner with image and text

This works the similar way to Promos.

7. Click **external promos**.
8. Click **Create New Page** on the **Authoring** menu**.**
9. From the template gallery, click **ExternalPromo** template from the **Application templates --> Banners and external promotions** folder that is within **Volvo.Com**.
10. From the **Promo Type** dropdown select **Page** type.
11. Enter details in placeholders of the template. Make sure you insert the images and the **Banner URL** placeholder.
12. Click **Save and Exit** on the Authoring menu.
13. Approve the page.

8.4 Working on Promos

The hidden promo placeholder contains information that can be used to populate the promo reader on home and landing page templates. To display this placeholder in the parent page, you need to enter the title and the body text in pages within them.

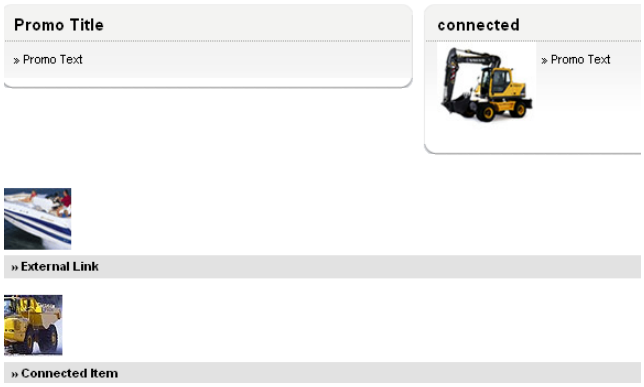

Figure 127: Promos

8.5 Related Links

A related link contains a title and text.

All related links are created in the **applications** channel.

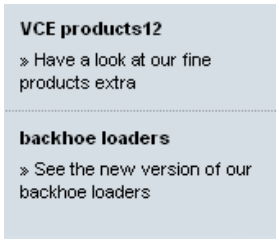

Figure 128: Related Links

The following templates are used when created related links:

1. **RelatedLinkIndex** template – to list categories of related links and individual link items.
2. **RelatedLinkCategory** – to create categories of individual link items.
3. **RelatedLinkItem** template – to create individual link items.

NOTE

Categories of related links can be selected in order to display on a page. Individual link items should be categorized even if you want it to be displayed individually.

Volvo.Com site should have a **relatedlinks** channel under **applications** channel.

8.5.2 Creating a related link item

1. Click **Switch to Edit Site.**
2. Navigate to **applications/relatedlinks** channel. This channel's page should be created using the **RelatedLinkIndex** template.
3. Click **Create New Page** on the Authoring menu. Select the **RelatedLinkItem** template from the **Volvocom->Applications Templates->Selectors and Links** folder.
4. Alternatively, if you want to structure related link items in separate channels:
    a. Create a sub channel to this channel and name it accordingly.
    b. Click **Create New Page** in that channel, and select the **RelatedLinkIndex** template from the **Volvocom->Applications Templates->Selectors and Links** folder.
    c. Click **Save and Exit** on Authoring menu.
    d. Click **Create New Page** on Authoring menu, and select the **RelatedLinkItem** template from the **Volvocom->Applications Templates->Selectors and Links** folder.
5. Add content to the placeholders.
6. Click **Save and Exit** on the Authoring menu.
7. If the link should have individual properties, e.g. future publishing date and/or an expiring date, select **Page Properties**.
8. Approve the posting.

8.5.3 Creating a RelatedLinkCategory posting

1. Click **Switch to Edit Site**.
2. Navigate to **applications/Related Link** channel. This channel's page should be created using the **RelatedLinkIndex** template.
3. Click on the Authoring menu and select the **RelatedLinkCategory** template from the **Volvocom->Applications Templates->Selectors and Links** folder.
4. Add contents to the placeholders.

    NOTE

    The category title will be displayed as the category headline on the page where the category is shown.

    Add a short text for each link item that will be used in this category. Highlight each text and click on the **Edit Hyperlink** icon on the CMS toolbar. Browse to the related link item you have created in the **applications/relatedlinks** channel. Use the standard CMS hyperlink dialogue box and make the text a link. Repeat for each link. There are no restrictions in the number of links.

5. Click **Save and Exit** on the Authoring menu.
6. Approve the posting.

8.6 Short Facts

These elements are created in the campaign site's applications channel for single source update when used in multiple postings.

8.6.1 Creating short fact elements possible to display in multiple postings

1. Navigate to the campaign site's applications channel.
2. Create a sub channel called shortfacts. If this sub channel already exists skip this step.

   NOTE: shortfact name should be case sensitive without space.
3. Click **Create New Page** on the authoring menu to create an index page for this channel.
4. Select VolvoCom/Campaign/Applications/ShortFactIndex template from the template gallery.
5. Click **Save and Exit** without adding any content.
6. Click **Create New Page** on the Authoring menu.
7. Select VolvoCom/Campaign/Applications/ShortFactItem template from the template gallery.
8. Add content to the applicable placeholders.
9. Click **Save and Exit** and approve the page.

   NOTE: The name of the posting will appear in the **Select Short Fact Drop-Down**.
10. To display the short fact in a specific posting, navigate to that posting in edit mode and click edit on the Authoring menu.
11. Select the short fact that you just created from the drop-down.
12. Click **Save and Exit** and approve the page.

8.7 Working on ProductGuide

Creating ProductGuideItem

1. Navigate to the channel having **ProductGuide** posting.
2. Create a sub channel to the **ProductGuide** posting using **ProductGuideItem** posting and hide the posting.
3. Click **Edit**.
4. Add content to the placeholders.
5. Save and approve the page.
6. To add more items repeat steps from Step 2.

8.8 Working on Tabs

To provide detailed description of a particular product or a parts of the product Tabs are used in Product posting.To create tabs you will have to create a channel having the posting that uses the template **Product**.

Creating Tabs

1. Navigate to the channel having the posting **Product**
2. Create a subchannel below the channel and name it **Tabs**. You need not have any posting in this channel.
   NOTE: If the authoring menu fails to display while creating subchannels below **Tabs** channel, copy a page from some other posting to the **Tabs** channel to view the authoring menu.
3. Depending on the number of tabs you wish to display on the **Product** posting, create that many subchannels below the channel **Tabs** and name them accordingly. The name you specify for the subchannels will appear as tab name in Product posting. You can use any type of template while creating the tabs.
4. Navigate to the **Tabs** channel and hide the channel using channel properties option on Authoring menu.

8.9 Storage Area

Located in the global storage area is an **activity management** channel. All metadata management will take place from the postings in this channel.

The editor has the following options:

8.9.1 Activate Languages

- In this section, the content editor can activate languages for which translations of country names, activity subjects, and business area names will have to be provided.
- Once a language has been activated, it is not advisable to deactivate the language, since postings or translations may have already been added for that language.

NOTE

Language activations are shared by the **Contact Us** application.

8.9.2 Manage Countries

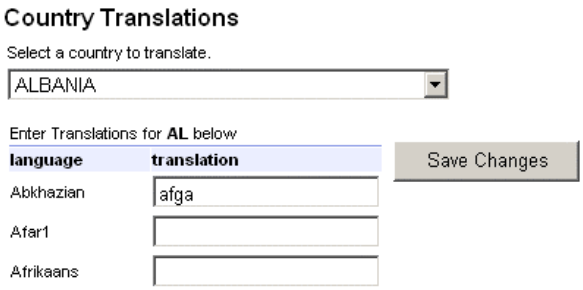

Figure 129: Manage Countries

- Once a country has been activated, it must be translated into each of the activated languages.
- Click **manage countries**. Then select a country name in the dropdown list. Simply enter the translations for each language and click **Save Changes**.

8.9.3 Manage Activity Subjects

- You can add and edit activity subjects in this section.
- To add a subject, enter the new subject in the textbox and click **Add New**. The new subject will then appear highlighted in the dropdown list below.
- In addition, a list of translations will be displayed, along with a default English translation which is the same as the subject name. Therefore, it is recommended that all master subject names be in English.
- To translate an activity subject, click **Edit** next to the desired language, enter the translation in the textbox, and click S**ave**.

8.9.4 Manage Business Areas

- You can add and edit business area names in this section.
- To add a business area, enter the new BA name in the textbox and click **Add New**. The new BA will then appear highlighted in the dropdown list below.

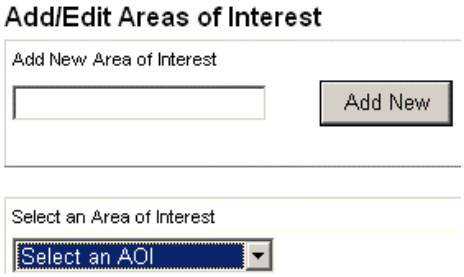

Figure 130: Manage Business Area

- In addition, a list of translations will be displayed, along with a default English translation which is the same as the BA name. Therefore, it is recommended that all master BA names be in English, preferably a simple abbreviation such as VCE.
- To translate a business area name, click **Edit** next to the desired language, enter the translation in the textbox, and click **Save**.

8.10 Working on Calendar

Setting Date formatting on your Calendar

The editor can select whether the date format on calendar (and news) items would be shown in the standard European format (yyyy-mm-dd) or the standard American format (mm-dd-yyyy). The default format is European format.

NOTE The date format will be displayed in European format when an editor adds or edits calendar (or news) items even if it is selected to be displayed in American format.

Changing the display format to American

Figure 131: Calendar

1. Go to the **common text** page within the **applications** channel.
2. Click **Edit** on the Authoring menu.
3. Check the radio button American format.
4. Save and approve the page.

8.11 Working on FAQList

8.11.1 Creating a FAQList Section

1. Click **Create New Page**.
2. In the **Library** template folder, select the template **FAQList**.
3. Enter contents in placeholders.
4. Save and approve the page.

8.11.2 Adding List items

1. Select the **FAQList** channel that you created.
2. Click **Switch To Edit Mode**.
3. Click **Create FAQListItem** on the Authoring menu. The **FAQListItem** template will appear.
4. Fill in the relevant placement holders (question, answer etc.).

5. You also have the option to assign a business area and category to each item. Select the appropriate business area and category from the drop down list.
6. Save and approve the page.
7. To add more items, repeat steps from Step 3.

8.11.3 Adding or Editing a News Category

1. Click on the **List Categories** channel under **applications** channel.
2. Click **Edit** on the Authoring menu.
3. Add an item to the list by typing it into the placeholder **Add a Category**, and then click **Add Category.** The item will then show in the selector under the **Selected Category**.

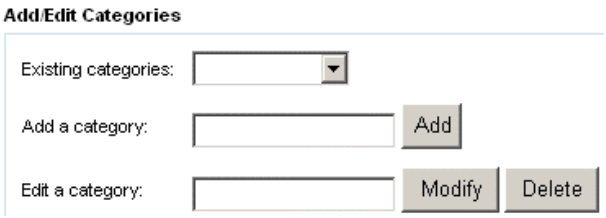

Figure 132: Adding or Editing Categories

4. Edit an item by selecting an item in the **Selector**. The item's value will be shown in **Edit Selected Category** placeholder. After editing the item, click **Edit category**. The edit value will then show up in the selector.
5. Save and approve the posting.

NOTE Any category that was reassigned to a new name will be associated to the new category.

8.11.4 Adding or Editing a List Category

Template required: **NewsCategoryList**

NOTE You need to have appropriate rights to add or edit the **List Categories** channel, within your site's **applications** channel.

8.11.5 Creating List categories

1. Create a new channel under **applications** channel named **List Categories**.
2. Click **Create a New Page** and select the **NewsCategoryList** template under the **Utilities** folder in the template gallery.
3. Save and approve the page.

8.12 Working on FlexTable Component

8.12.1 Creating a Table Postings

1. Select the **Table** template from the **Presentation** folder in the Template Gallery.
2. In **FlexTable Component** placeholder, add the number of columns and rows desired for the table. If the rows and columns will use headings, include the headings row in the total. For example: a table will display three rows by three columns, with a heading for each column. Since the first row will be the column heading, enter 4 for the number of rows and 3 for the number of columns.

3. Enter content in other placeholders, and click **Save New Page** on the console. Name the page accordingly and click **OK**.
4. An editable table with the number of rows and columns entered in the previous steps will now be displayed. Enter the data in the cells and click **Save And Exit** on the console.

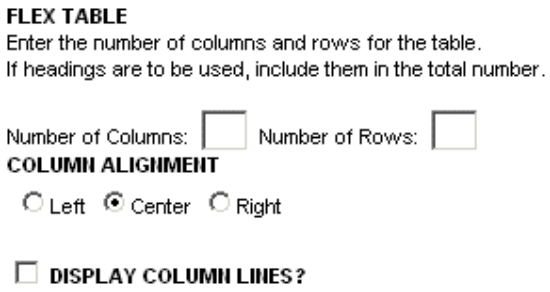

Figure 133: Working on FlexTable (a)

8.12.2 Heading

- To use the first row of data as the column heading, check the checkbox marked **Display first row as column headers?** This is the default behaviour of the placeholder.
- To use the first column of data as row heading, check the checkbox marked **Display first column as row headers?** This is the default behaviour of the placeholder.

8.12.3 Adding New Columns

To add a new column to the table click **Add New Column** button. The new column will appear as the last column of the table.

NOTE Failure to save before adding a new column will result in the loss of any changes made to data since the last save.

8.12.4 Adding New Rows

To add a new row to the table click **Add New Row**. The new row will appear as the last row of the table.

NOTE Failure to save before adding a new row will result in the loss of any changes made to data since the last save.

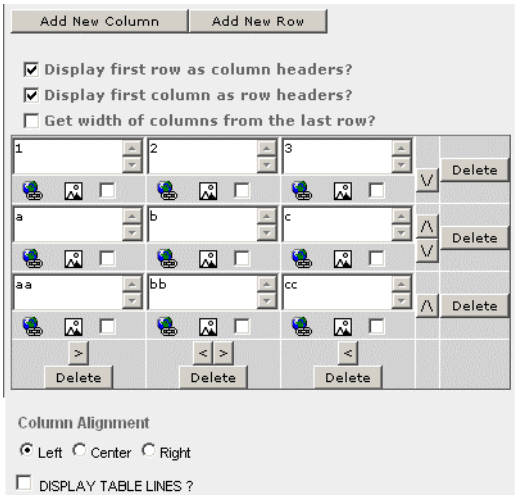

Figure 134: Working on FlexTable Component (b)

8.12.5 Deleting Columns

1. To delete a column from the table save any changes made to the existing data and click the **Delete** button below the column that is to be deleted.
2. A confirmation box will appear. Click **OK** to delete the column or **Cancel** to undo.

NOTE

Failure to save before deleting a column will result in the loss of any changes made to data since the last save.

8.12.6 Deleting Rows

1. To delete a row from the table save any changes made to the existing data and click **Delete** button next to the row that is to be deleted.
2. A confirmation box will appear. Click **OK** to delete the column or **Cancel** to undo.

NOTE

Failure to save before deleting a column will result in the loss of any changes made to data since the last save.

8.11.7 Repositioning the Rows and Columns

1. Use the arrows next to the last cell in a row to move an entire row up or down in the table.
2. Use the arrows below the last cell in a column to move an entire column left or right.

NOTE

Failure to save before repositioning rows and columns will result in the loss of any changes made to data since the last save.

8.12.8 Adding Internal or External Links to a Cell

1. Type the display text in the cell.
2. Click **Edit Hyperlink** icon below the cell. The Edit Hyperlink dialogue box will appear.
3. After the posting is saved hover over the link text to see the URL contained in a specific cell.

8.12.9 Adding Resource Image to a Cell

1. Leave the display text in the cell blank.
2. Click **Insert Image** icon below the cell. The **Insert Image** window will appear.
3. The image will be populated automatically from the **Insert image** wizard.
4. After the posting is saved, the image inserted will be displayed in the specified cell.

8.12.10 Displaying a Checkmark in a Cell

Select the checkbox beneath the cell where the check mark is to be displayed.

NOTE

Any links or resources added to a cell where the checkbox has been selected will not be seen in presentation mode but the data stored in the cell will be retained for further editing.

8.13 Working on Single Flash and Media

8.13.1 Integrating a flash file

1. Store the file in the resource gallery, assuming it is a stand alone file without parameters.
2. Navigate to the channel where the page should be added.
3. Click **Create New Page** having the option of inserting flash movies

4. Enter content in the placeholders.

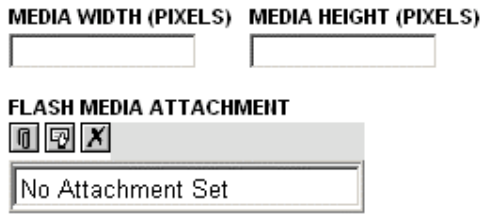

Figure 135: Integrate Internal Flash Media

5. Click **Save and Exit** on the Authoring menu.
6. Click **Approve.**

8.13.2 To integrate an external media application

1. The media application must be stored outside CMS, using a specific URL.
2. Navigate to the channel where the page should be added.
3. Click **Create new page** using the template having this plcaeholder.
4. Enter content in the placeholders.

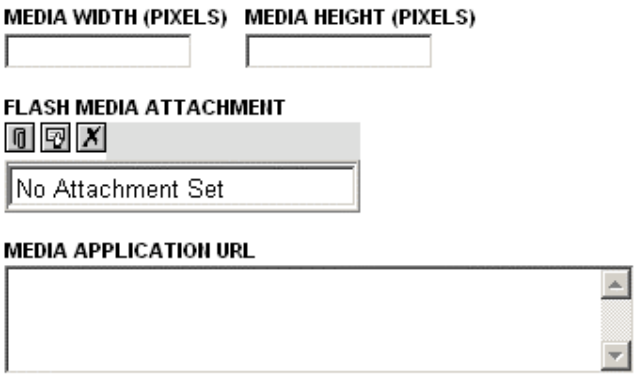

Figure 136: Integrate External Media

5. Click **Save and Exit**.
6. Click **Approve** on the Authoring menu.

8.14 Working on Gallery Item

8.14.1 Creating Gallery Items

1. Navigate to the **Gallery** Channel.
2. Create the posting using **Gallery** Template
3. Approve the posting.
4. Click **Create Page** on the **Authoring** menu.
5. Create aposting using Gallery Item template.
6. Check the checkbox **Hide when published**. This channel will be used only to store the items.
7. Add content to the placeholders.
8. Click **Save and Exit**.
9. To add more gallery items, repeat steps from Step 4.

NOTE There is no restriction in the number of items that can be created.

8.13.2 Sorting Gallery Items

Gallery items displayed on the gallery template should appear in the same order in which they are sorted in the channel.

NOTE To sort gallery items in the **GalleryItems** channel the user will have to use the **Sort Items in Channel** option on the Authoring menu.

8.15 Search

Any Volvo.Com information can be searched in a short duration more effectively and efficiently with the help of search engine. The documents stored in SharePoint that are attached to pages in Volvocom will also show up in the search results.

1. Click **Search** on the global Functions that's on right hand corner.
2. Enter a keyword or a phrase of the desired content that you are searching for.
3. Click the button with the arrow mark to get results or Click **Reset** button to reset the contents.

NOTE The server engine behind this search engine is Microsoft SharePoint Portal Server 2003.

Figure 137: Search

8.16 Working on Form

The **Form** can be used anywhere on the site to gather feedback or questions from visitors. The input field headings and the selection list can be customized to fit your needs. Use the **Form** template to create the base page, i.e. the page from which you wish to share customized labels and content.

The template has a number of placeholders which can be divided into roughly four categories: **custom content**, **custom labels**, **select list functionality** and **link list functionality**.

NOTE The placeholders located at the bottom of the template, i.e. thumbnails, promos or keywords, will not be addressed here.

8.17 Flash/Image Component

This placeholder holds images/flash movies. The area is divided into two parts: *image* area and *thumbnail* area. The thumbnail area holds thumbnails of all images and flash movies, including the one playing. The flash movies must be designed to work with rotation. To perform this task refer **VisualStyleGuide** document.

- There can be up to 6 different images/flash movies, minimum one. More than 6 images/flash movies can be included but the display will not be good.
- The first image/movie will be the default one. The selected image/movie is highlighted in the thumbnail bar. The editors can rearrange the orders of the images by arranging the postings in the channel.
- If there is only one image, the thumbnail bar will be empty.

- When you click thumbnail image or movie, the movie that is being played will stop and the selected one will start.

Figure 138: Flash Image Component

8.18 Related Content Area Module

Most templates display related links in the right-hand column. The related content area can hold related content modules, e.g. related links or application inclusion. Enter the title for the related links module.

If the editor selects to have a related link module, the editor needs to point to a related link category posting where the items attached to that posting can be administrated. When the editor selects to have a related links module they can only add ONE link per module having items which are not hand picked.

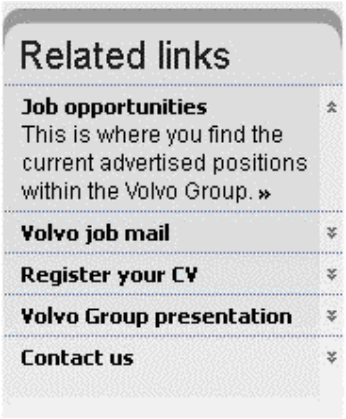
Related links
Job opportunities
This is where you find the current advertised positions within the Volvo Group. »
Volvo job mail
Register your CV
Volvo Group presentation
Contact us

Figure 139: Related Link Module

NOTE When editing, the layout displayed will be the old design of the site, but when using related links on the new templates the new layout is displayed

8.19 Additional Information Module

The additional information is content that could be relevant within the context, but might not be as closely related to the content on the page as the information in related content area.

Upto 5 links can be displayed in each column

To configure **Additional Information List** –

1. On the storage level an editor should create individual links by using the **RelatedLinkItem** template and should group the link items into categories by using the **RelatedLinkCategory** template.
2. Link items should be created by using the **RelatedLinkItem** template located at: *VolvoCom/ Application templates/Utilities/RelatedLinkItem.*
3. On a **RelatedLinkItem** posting it is possible to edit the link item title, description text (teaser) and define the link URL. The link URL can be either an html link (link to an internal CMS posting) or a document link.
4. The document link can point to a SharePoint document or a document in the resource gallery. When specifying the HTML link all you need to do is to click the **Browse** button next to the textbox and select the posting to link to in the browser window.

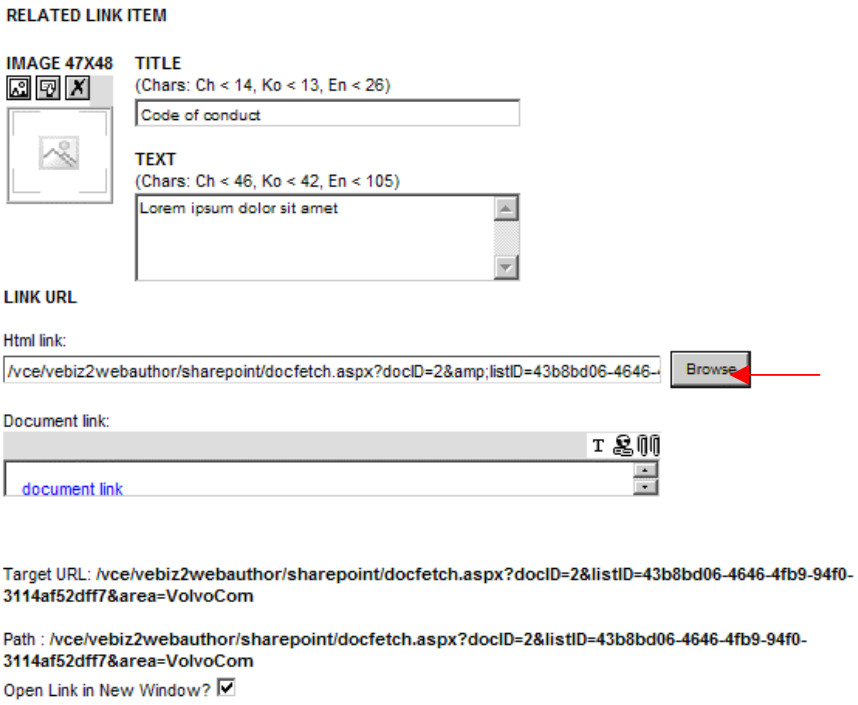

Figure 140: Additional Information list Module1

5. When specifying a document link, simply type in a text in the text box, mark it and click the document icon in the editor toolbar of your browser. In the popup window click **Browse** and the SharePoint browser lets you browse for documents stored in SharePoint.
6. When all links are created, the links can be grouped into lists. Create your lists by creating a **RelatedLinkCategory** posting and specify the links in the text area.

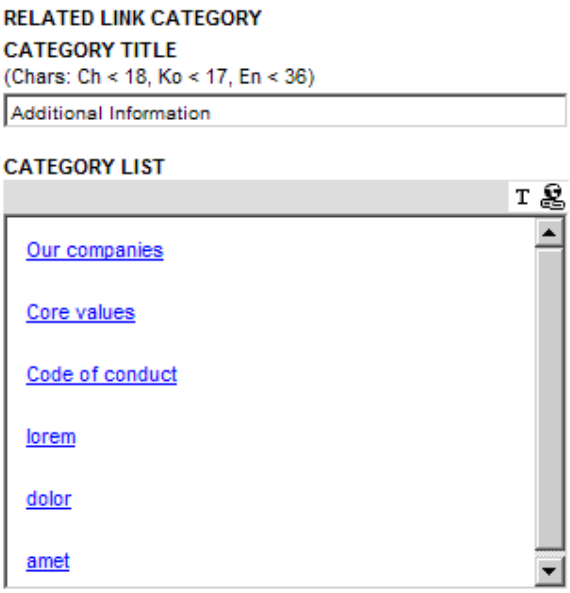

Figure 141: Additional Information 2

7. In **GeneralStorage** template select **AdditionalInformationLinkList** as subtype.
8. When editing **AdditionalInformationLinkList** on **GeneralStorage**, select the link categories that should be included in the Additional Information List.

The configuration of the additional information component has the following configurable settings:

- Show/Hide additional information
- Link to Additional information link list

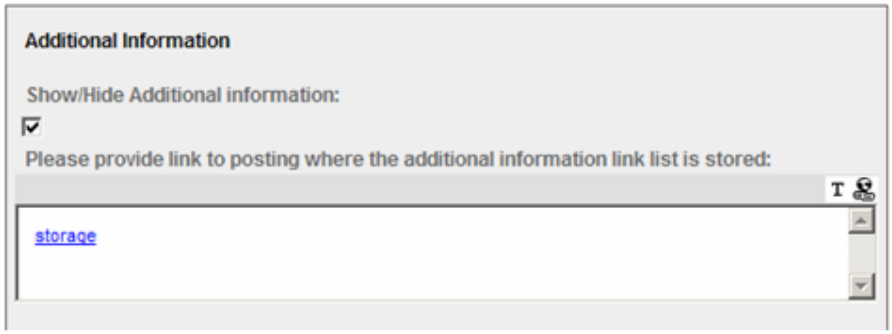
Additional Information
Show/Hide Additional information:
Please provide link to posting where the additional information link list is stored:
storage

Figure 142: Additional Information 3

Linking to the additional information link list created on the **GeneralStorage** template is done in the following manner -

1. Type in a text in the text area.
2. Mark the text and click the link icon in the HTML editor toolbar.
3. Browse to the Grouping level posting - **GeneralStorage**.

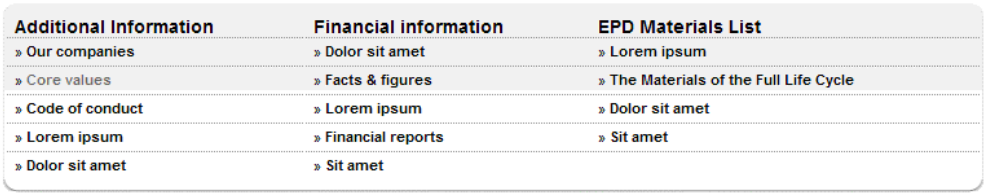

Figure 143: Additional Information 4

8.20 Channel Translator

To export contents for translation from the posting/channel to another language, several options are available on the Authoring menu below the heading Channel Translator.
The options are:-

8.20.1 Export a Channel for Translation

Using this option one can create batch files of the contents of the channel and it's sub-channels that need to be exported for translation.

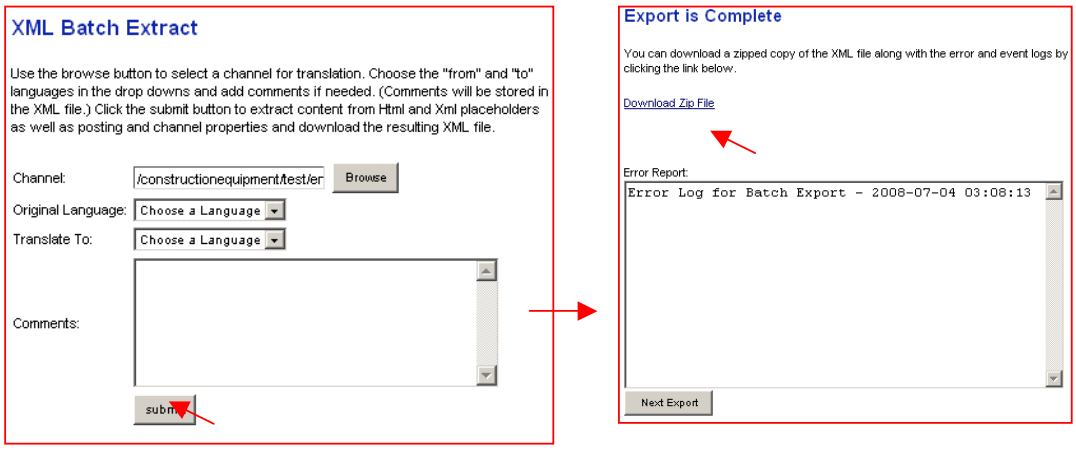
XML Batch Extract
Use the browse button to select a channel for translation. Choose the "from" and "to" languages in the drop downs and add comments if needed. (Comments will be stored in the XML file.) Click the submit button to extract content from Html and Xml placeholders as well as posting and channel properties and download the resulting XML file.
Channel:
/constructionequipment/test/er
Browse
Original Language:
Choose a Language
Translate To:
Choose a Language
Comments:
submit
Export is Complete
You can download a zipped copy of the XML file along with the error and event logs by clicking the link below.
Download Zip File
Error Report:
Error Log for Batch Export - 2008-07-04 03:08:13
Next Export

Figure 144: Export a Channel for Translation

To export content for translation:-

1. Stand on the channel that you wish to translate.
2. Click **Export a Channel for Translation**.
3. A new window will open asking you to enter information for the following fields:-
   - **Channel**: Click **Browse** to select the channel for translation
   - **Original Language**: Select the language of the contents of the channel you are on
   - **Translate To**: Select the language you wish to translate the current contents to
   - **Comments**: Enter comments, if you wish to place some instructions to the translator. This information will be stored in the XML batch file.
4. Click the **Submit** button to extract content from Html and Xml placeholders as well as posting and channel properties.
5. Click **Download Zip File** and store the file in your system. The zipped file will consist of error and event log files.
6. Export this file by sending an Email along with the zipped file to the translating organization.

8.20.2 Export This Channel for Translation

Using this option one can create batch files of the contents of the channel and it's postings that need to be exported for translation.

To export content for translation:-

1. Stand on the channel that you wish to translate.
2. Click **Export This Channel for Translation**.
3. A new window will open asking you to enter information for the following fields:-
    - **Channel**: The current channel path will be displayed in the fileds. If you wish to select some other channel path, click **Browse.**
    - **Original Language**: Select the language of the contents of the channel you are on
    - **Translate To**: Select the language you wish to translate the current contents to
    - **Comments**: Enter comments, if you wish to place some instructions to the translator. This information will be stored in the XML batch file.
4. Click the **Submit** button to extract content from Html and Xml placeholders as well as posting and channel properties.

5. Click **Download Zip File** and store the file in your system. The zipped file will consist of error and event log files.
6. Export this file by sending an Email along with the zipped file to the translating organization.

8.20.3 Export the Posting for Translation

Using this option one can create batch file of the contents of the current posting that need to be exported for translation.

To export content for translation:-

7. Stand on the posting that you wish to translate.
8. Click **Export the Posting for Translation**.
9. A new window will open asking you to enter information for the following fields:-
    - **Channel**: The current posting path will be displayed in the fileds. If you wish to select some other path, click **Browse.**
    - **Original Language**: Select the language of the contents of the posting you are on
    - **Translate To**: Select the language you wish to translate the current contents to
    - **Comments**: Enter comments, if you wish to place some instructions to the translator. This information will be stored in the XML batch file.
10. Click the **Submit** button to extract content from Html and Xml placeholders as well as posting properties.
11. Click **Download Zip File** and store the file in your system. The zipped file will consist of error and event log files.
12. Export this file by sending an Email along with the zipped file to the translating organization.

8.20.3 Import a Translation File

To import the contents to the posting perform the following:-
Click **Import a Translation File** option on the Authoring menu.

1. A window will open prompting you to fill Import File text field. Browse to the location where import XML files are stored.
2. Click **Upload File**. The translated zipped file will have an XML file with a GUI ID in it. Each posting in the website will have its unique GUI ID which is compared to the GUI ID in the XML File. Depending on the ID in the translated content, the contents will be uploaded to the respective posting, irrespective of the posting you are standing on.

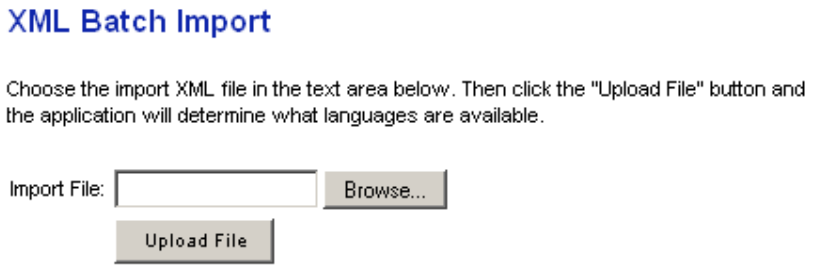
XML Batch Import
Choose the import XML file in the text area below. Then click the "Upload File" button and the application will determine what languages are available.
Import File:
Browse...
Upload File

Figure 145: Import Translation File

9 News and Events

The news and events application stores news/events in a database common to all applications. **News/Event Items** are divided into news containers similar to channels in CMS. Content of a news container is displayed on a **News/Events Landing and Archive** page where you can browse over the published news items.

9.1 News/Events Workflow

News/Events Landing pages and **News/Event Item** pages can be approved and can be declined by the editor. The major difference from the normal content editing in CMS is that the news/event items will not be available as pages in a channel. This means that the editor needs to select the item from a landing page or click **Find News/Events Item** to work on an existing item instead of selecting a page from the application navigation or on the Authoring menu.

9.1.1 Creating News/Events Landing page

A landing page is created using the **NewsLanding** template or **EventLanding** template.
To create items: a landing page must first be created and connected to a container.
Note: If the news/event item page is removed by mistake it can be recreated using the **News Item** template or **Event Item** template in the same channel as the landing page.

9.1.2 Creating a Landing page

1. Browse to a channel where the new news landing page should be created.
2. In the edit mode click **Create New Page** on the Authoring menu, and select the **NewsLanding** or the **EventLanding** template from the template gallery.
3. In the **Create News/Event Container** placeholder either:
    a. Create a new container by entering a container name and click **Create**.
    b. Select an available container from **Connected News/Event Container** dropdown.
4. Click **Save and Exit** on the Authoring menu and publish the page.

Creating News/Event items
Creating news/event items are similar to creating channels within CMS. The key difference is that one must first browse to a **News/Events Landing** page before creating news/event items.

Figure 146: Create News Item (a)

The Authoring menu will only contain the news/event specific choices when viewing a landing or item page.

Figure 147: Create News Item (b)

Items from different containers (for example, from another business area) can be pushed into the container of a news landing page by using the **Add** functionality. Added news items need not be republished and cannot be changed.

NOTE

When a news/event item from another container is desired, but needs to be modified one can make a local adaptation.
When a news/event item is added by reference a "*" sign appears on left hand side of the date of the news item.

A local adaptation is a copy of the original that needs to be re-published. Use the find tool to create local adaptations or add references by clicking **Find News Item**.

9.1.3 Creating and publishing news/event items

1. Browse to a channel where a landing page exists.
2. In edit mode click **Create News Item** or **Create Event Item** on Authoring menu.
3. Enter data in the news item page placeholders.
4. Save and exit the news item.
5. Publish the news item by clicking **Publish News Item** on Authoring menu.

News/Events Application type

Figure 148: News Application Type

The news and events database is available for all applications. Each news/event item must contain information about the application it's allowed to view from. Therefore a site type must be selected.

News/event Publishing Dates

Figure 149: News Publishing Dates

The news and events have publishing dates and time.

NOTE

The date and time are in standard Eastern Time. An item cannot be made unpublished. If you wish not to publish any item, set the publishing date of the item to past date.

News/Event Contact Information

Figure 150: News/Event Contact Information

A news/event item contains contact information. Contact information can be drawn from the **VCD** database or can be set manually. The contact information will be stored in the news/events database and will not change when information in the **VCD** changes.

9.2 Finding News/Event Item

When viewing a **News/Events Landing** page, an author can select **Find News/Event Item** on the Authoring menu to search any particular news/event. This function is used for creating references and local adaptations, as well as browsing and viewing news items stored in news containers.

The **Find News/Events Item** function will not find unapproved items that are within current landing page or emergency communication items.

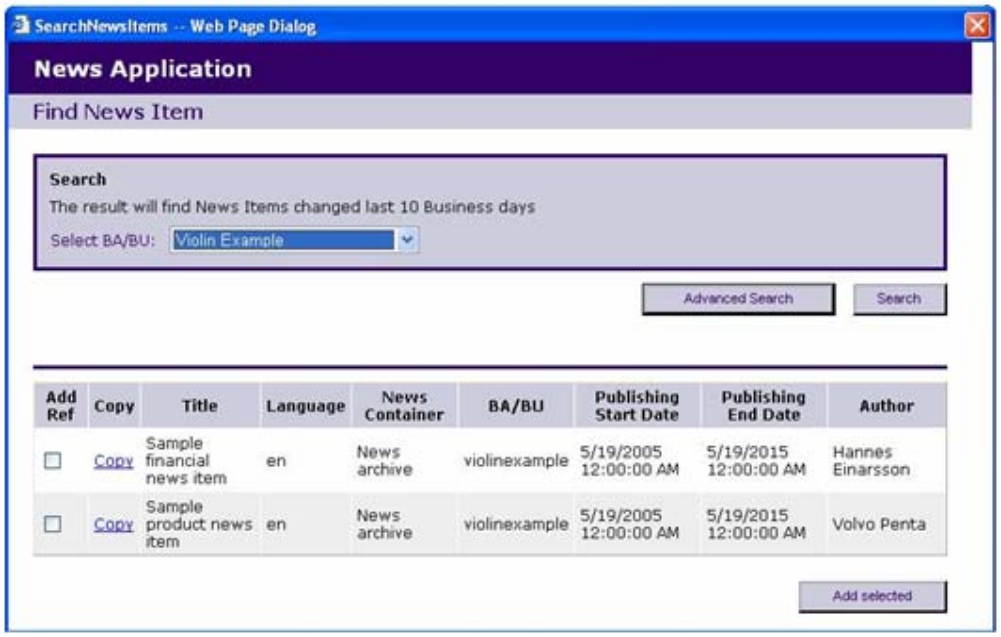

Figure 151: Finding News/Events Item (a)

Search selects items which are updated within the last 10 days and owned by a specified business area/unit.

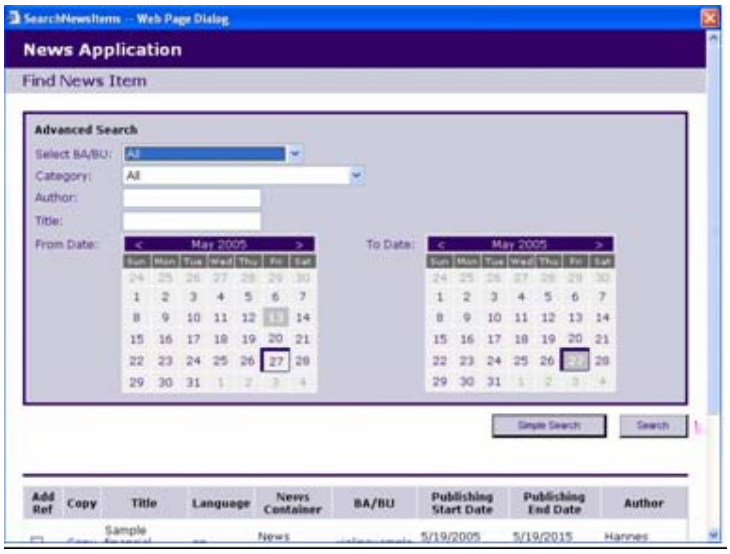

Figure 152: Finding News/Events Item (b)

Advanced Search allows searching depending on dates, text, business area/unit and category.

9.3 News Teaser List

Creating Teaser list on the Home Page or NewsAndInvestorsLanding Posting

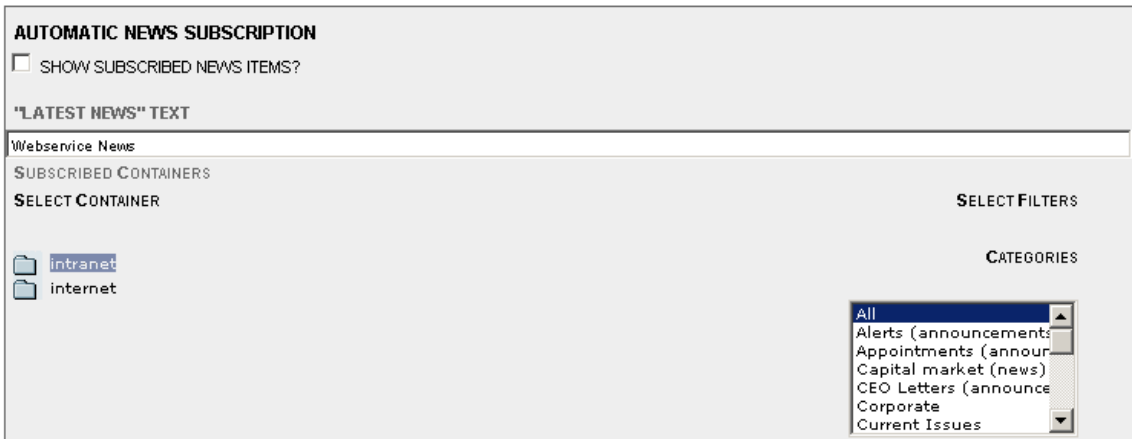

Figure 153: News Teaser List (a)

The **HomePage** and **NewsAndInvestorsLanding** page can display the latest news.

1. Navigate to the home page (or **NewsAndInvestorsLanding** page).
2. Click **Edit** on the Authoring menu.
3. In **Automatic News Subscription** placeholder, click the folder to select a container in order to select news items.
4. Select a category and a BA/BU for filtering the news.
5. Click **Add**.
6. Containers after filtering are displayed.
7. Specify the maximum number of items you want to display in **MAX. NO. OF ITEMS** placeholder.
8. Select the language for primary and secondary news language placeholder.

9. Enter some text in the last placeholder and provide link if needed.

Show Subscribed News Items: This checkbox enables the new news application. If this checkbox is checked, the new news functionality will be used. If it's not checked, the old news application will be used.

NOTE It is possible to switch between the old and new news functionality in Volvocom. To enable the new functionality, check the **Show Subscribed News Items** checkbox.

Figure 154: News Teaser List (b)

10. Click **Save and Exit**.
11. Approve the page.

News & Press releases
2006-12-12
Flagship Volvo CE wheel loader set to boost performance figures
» The countdown to the launch next year of Volvo Construction Equipment's L350F wheel loader has begun in earnest. The countdown to the launch next year of Volvo Construction Equipment's L350F wheel loader has begun in earnest.
2006-09-27
Volvo Construction Equipment invests in China
2006-09-27
Volvo Construction Equipment invests in China
» News & Press releases archive

Figure 155: News Teaser List (c)

9.4 News and Events Items

Setting Date Formatting for News and Events Items

The editor can select whether the date format on news (and calendar) items would be shown in the standard European format (yyyy-mm-dd) or the standard American format (mm-dd-yyyy). The default is the European format.

NOTE

The date format will be displayed in European format when an editor adds or edits news items even if it is selected to be displayed in American format.

To change the display format to American:

1. Go to the common text page within the applications channel.
2. Click **Switch to Edit Site** and then click **Edit**.
3. Select the American format at the bottom of the page.
4. Click **Save and Exit**.
5. Approve the page.

10 SharePoint Document Integration

There are two ways of using SharePoint documents within Volvo com. Documents can either be attached from SharePoint to a document list on a page, or be linked to as hyperlinks (this is only available on news/event items).

NOTE

When a linked document is removed from SharePoint the link will still be visible in Volvo.Com and needs to be removed manually. Attached documents will automatically disappear from Volvo.Com when removed from SharePoint.

10.1 Document Library Metadata

Following are the Metadata fields that appear while uploading a document in SharePoint Volvo.Com area:

- **VolvoCom Link Text -** The link text that will be displayed in CMS document lists (optional).
- **VolvoCom Document Language** – The language of the document's contents (mandatory).
- **Target Application** – contains the choices:
  - **Intranet / Violin**,
  - **Extended Intranet**
  - **Extranet**
  - **Internet/Public** (mandatory)
- **VolvoCom Reference Number** – An internal document reference number (optional).
- **VolvoCom Information Type** – Used as searchable Meta (optional).
- **VolvoCom Publish From**- Enter the publishing date (mandatory).
- **VolvoCom Publish To** – Enter the date till when you want the document to publish (optional).

NOTE

If this is left blank, document will always be published.

- **VolvoCom Valid From**- Enter the date from when the document is valid (mandatory).
- **VolvoCom Valid To** – Enter the date till when the document will be valid (optional).

10.1.1 Attaching a Volvo.Com document to a Volvo.Com site

1. Log in to SharePoint.
2. Click **VolvoCom**.
3. Click **Manage Content**.
4. Click **Document Library** to select a document library that contains the document you want to attach.
5. Upload the document by clicking **Upload document**. Be sure to fill in all required fields in the **Upload document** form.

a. The **Target Application** field must be set to

i. **Internet/Public** to allow the attachment to Volvo.Com.

ii. **Intranet/Violin** to allow attachment to Violin 2005.

Figure 156: Attaching Volvo.Com Document (a)

b. The **Add a Listing for this document** checkbox should remain unchecked before clicking **Save and Close**.

6. Use the drop down menu on the document. Click **Attach to Violin or Volvo.Com**.

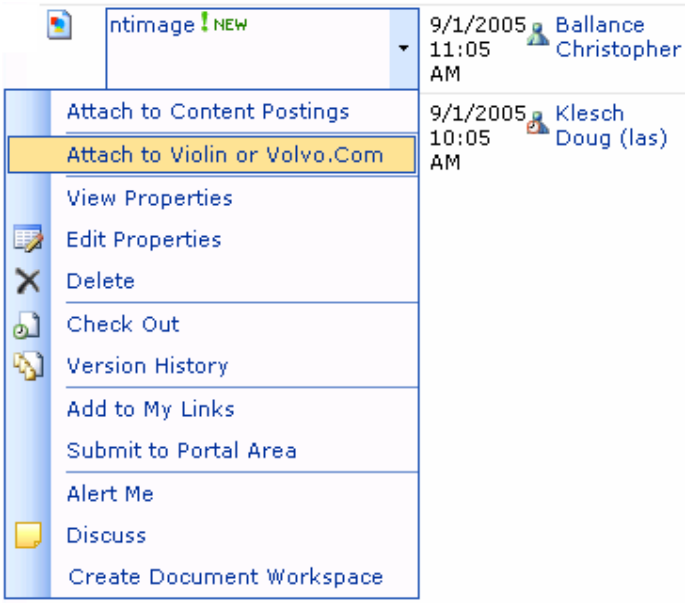

Figure 157: Attaching a Volvo.Com Document (b)

7. The **Channel Browser** window will pop up and allow you to choose the posting(s) to which you would like to attach the document. Documents for Volvo.Com can only be attached to postings that are based on the **Table** template. Also the channels that appear in the channel browser will be the only ones to which you have rights.

8. Click **Save** to return to the SharePoint document list. The path to the posting you just selected should appear under the **Channel Path** column for the document.

9. Navigate to the posting to which you attached the document. You will now see that it appears in the document list near the bottom of the page in the center column.

10.1.2 Linking Documents to Key Information and Body Text

Documents are added as hyperlinks by using the document icon. The icon is available on the explorer toolbar when allowed in current text field.

NOTE

Currently a document from SharePoint can be linked only in **News Item** page.

10.1.3 Linking to a document in a Body Text field

1. Edit the page you want to add a document link to.
2. Place the cursor in the text field. Select the link text and click on the document icon in the explorer toolbar.

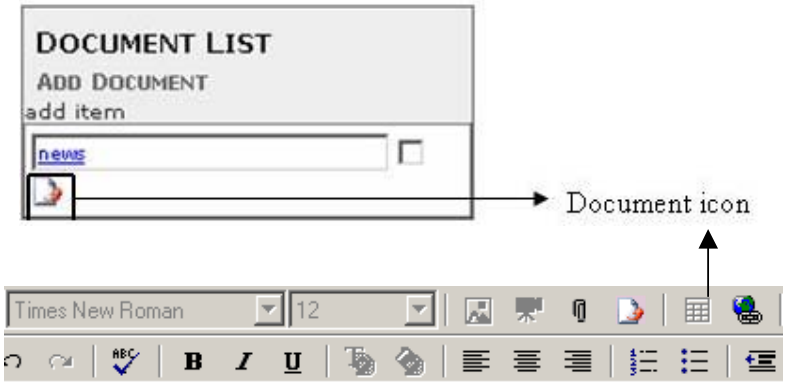

Figure 158: Linking a Document (a)

3. In **Edit Hyperlink** dialogue box click **Browse** to view the SharePoint browser.
4. Use the SharePoint browser to select a document from a folder by browsing the SharePoint folders. Click **Select** link in the document list to select a document.
5. When done click **Save** in the SharePoint browser, then click **OK** in the **Edit hyperlink** dialogue box.
6. Save and approve the page.

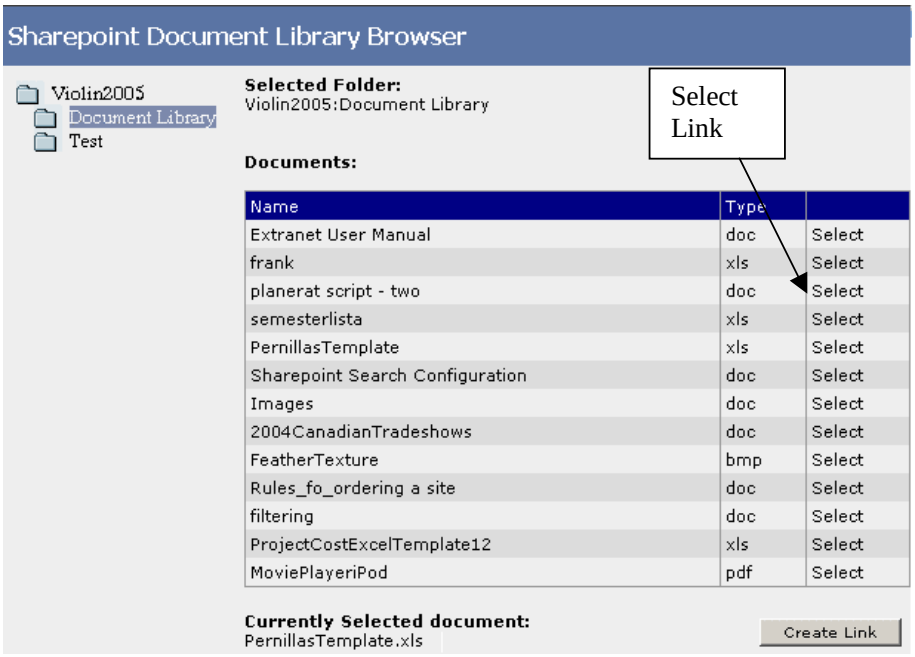

Figure 159: Linking a Document (b)

10.1.4 To unlink a document in a Body Text field

1. Edit the page from where you want to remove a document link.
2. Select and delete the linked text.
3. Click **Save English and Exit** on Violin Publishing Tool and approve the page.

10.1.5 To link to a document in a link list

1. Edit the page you want to add a link to.
2. Use the document icon in the link list to open the **Edit Hyperlink** dialogue box.
3. Click **Browse** to select a document from SharePoint.
4. Use the SharePoint browser to select a document from a folder by browsing the SharePoint folders. Click **Select** link in the document list to select a document.
5. When done click **Save** in the SharePoint browser, then **OK** in the **Edit hyperlink** dialogue box.
6. Click **Save English and Exit** on Violin Publishing Tool and approve the page.

10.1.6 To unlink a document in a link list

1. Edit the page you want to add a link to.
2. Click the delete icon on the row containing the link.
3. Click **Save English and Exit** on Violin Publishing Tool and approve the page.

10.2 Edit Sharepoint Assets

This option on the Authoring menu will help you launch a new Sharepoint window. You can access Sharepoint using this option.

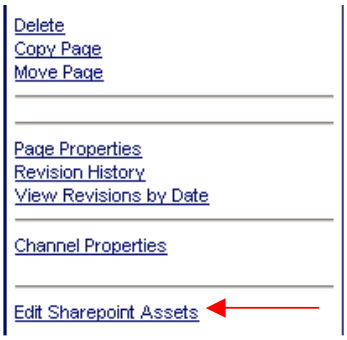

Figure 160: Edit Sharepoint Assets

11 Reference List

- CMS
  Refer to Editor Manual – CMS Basics

- SharePoint
  Refer to Editor Manual – SharePoint Basics